



Job Announcement
Chapter Director
Florida Keys National Marine Sanctuary Foundation
Key West, Florida

January 30, 2019

The National Marine Sanctuary Foundation seeks a highly motivated individual to serve as Chapter Director for the Florida Keys National Marine Sanctuary Foundation. The Foundation seeks an individual with experience in fundraising and organizational development who has a strong network of relationships in communities that surround the Florida Keys National Marine Sanctuary (NMS). Applicants should possess knowledge of non-profit organizations and experience in building and working with a governing board. The candidate should bring an entrepreneurial mindset and be excited about building a new fundraising program for the local foundation chapter. This is a part-time position based in Florida Keys.

Responsibilities

The Chapter Director will work closely with the chapter governing board, the Superintendent of the Florida Keys NMS, and the National Marine Sanctuary Foundation to support the mission and programs of the Florida Keys NMS and strengthen local and regional public outreach and engagement in support of the sanctuary. Responsibilities include, but are not limited to, the following:

- Work with the chapter governing board to support the mission of the Florida Keys NMS;
- Develop an annual work plan engaging the chapter governing board, the national Foundation, and the Florida Keys NMS;
- Create, lead, assess and manage the local chapter's fundraising strategies to support programs that support the conservation of Florida Keys NMS;
- Work with the national Foundation to write grants on behalf of the local foundation chapter;
- Work with the national Foundation's Director of Development to design and implement strategies to cultivate and grow major, principal and corporate donor programs;
- Work with governing board members to develop and plan fundraising events;
- Represent the local foundation chapter at third-party events that strengthen community engagement and outreach about the Florida Keys
- Maintain the local chapter website and social media engagement, including drafting content.



Qualifications and Requirements

- Bachelor's degree or higher with a minimum of five years' experience; work experience in development will be considered in addition to higher education requirements;
- Demonstrated commitment to ocean stewardship and knowledge of Florida Keys NMS;
- Strong public speaking and writing skills;
- Non-profit management experience; and,
- Experience with website management, social media, and event planning beneficial.

Compensation

Salary commensurate with experience. This position is for part-time employment.

Applicants

Please send resume, cover letter, and two writing samples to: applicants@marinesanctuary.org and please include "Chapter Director of Florida Keys" in the subject line. Candidates should include their desired salary with the application. Applications received prior to February 15, 2019 will be preferred. No phone calls please.

The National Marine Sanctuary Foundation is an equal opportunity employer and actively works to ensure fair and equal treatment of its employees.

Background on the National Marine Sanctuary Foundation

The National Marine Sanctuary Foundation is a private, nonprofit organization. Founded in 2000 to expand the educational, philanthropic, and programmatic outreach of the National Marine Sanctuary System, the Foundation is a leader in conserving U.S. marine and Great Lakes areas of national significance and connecting people to these unique places. Local chapters connect the local communities with their sanctuary. Chapters work to secure grants and donations to support programs, engage the local community and visitors in the sanctuary mission, serve as a local voice to advocate on issues affecting the sanctuary, and work with local business, community leaders, media, and other organizations to develop and strengthen partnerships for long-term support.