

CAPE COD COMMERCIAL  
**FISHERMEN'S  
ALLIANCE**

Small Boats. Big Ideas.

ANNUAL FUND AND STEWARDSHIP OFFICER | JOB DESCRIPTION

**WHAT WE DO**

The Cape Cod Commercial Fishermen's Alliance is a nationally recognized leader in marine conservation and fisheries policy. We are a dynamic and outcome-oriented group of commercial fishermen working for healthy oceans and profitable small-boat fisheries.

We are a small, dog-friendly office of 10 full-time staff. As a member of our team, you will get unique opportunities to learn about the fabric of our fishing community and help build a better future for the fish and fishermen of Cape Cod.

**WHO WE ARE LOOKING FOR**

Are you passionate about making a difference? Are you organized and detail-oriented? Do you work best when faced with a difficult problem and tasked to work as part of a diverse team to find creative solutions?

If you're three for three, you'll want to learn more about this unique full-time, year-round opportunity to join our team at the Cape Cod Commercial Fishermen's Alliance.

We're looking for an experienced, enthusiastic, articulate, detail oriented team player to join our Philanthropy Team as Annual Fund and Stewardship Officer.

**WHAT YOU WILL DO**

The Annual Fund and Stewardship Officer is responsible for developing, implementing and managing an effective, comprehensive annual fund program and strategies that include the identification, cultivation, solicitation, and stewardship of annual fund gifts, including annual appeals, online giving and business sponsorships. The Annual Fund and Stewardship Officer will manage donor communications, donor recognition and stewardship, business sponsorships, prospect research and advancement systems, including gift tracking and processes and procedures. This position serves as a key fundraiser within the Philanthropy Team, and collaborates with the team on the functions of: philanthropy communications, prospect research and development operations.

**QUALIFICATIONS**

The Annual Fund and Stewardship Officer will:

- possess a strong development background, with progressive and successful development experience specifically with annual fund programs and individual giving
- have a solid track record of working with strong teams
- have a passion and commitment to fundraising
- be able to engage others in support of the mission
- possess a strong work ethic, with the ability to think strategically and creatively
- proven success in building relationships

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**BOARD OF DIRECTORS** Nick Muto, *Chairman* • Phil Marshall, *Vice-Chairman* • Elliott Carr, *Treasurer*  
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1566 Main Street, Chatham, MA 02633 (508) 945-2432 info@capecodfishermen.org [www.capecodfishermen.org](http://www.capecodfishermen.org)

Bachelor's degree required. Minimum of three years of fundraising experience, preferably in annual funds and online giving.

The Annual Fund and Stewardship Officer is a salaried position. The Fishermen's Alliance offers a generous benefits package after three months of employment.

#### **HOW TO APPLY**

If this description sounds like you, please send a cover letter, resume and salary requirements to Holly Buddensee by email ([holly@capecodfishermen.org](mailto:holly@capecodfishermen.org)) or by mail to 1566 Main St., Chatham, MA, 02633. Applications will be reviewed on a rolling basis through September 20, 2017. A full job description is available upon request.

Start Date: Immediate

Location of Work: Chatham, MA

Fishermen's Alliance is an equal opportunity provider and employer.

