



POSITION DESCRIPTION

JOB TITLE:	Development Associate
SALARY RANGE:	Commensurate with experience
LOCATION:	Tavernier, Florida
JOB STATUS:	Full Time, Exempt
SUPERVISOR:	Chief Development Officer, CRF™
SUBMISSION:	Email application materials to: martha@coralrestoration.org

APPLICATION MATERIALS

1. Cover letter that speaks to your interest in being a part of CRF™'s conservation mission and what you can bring to this dynamic team in this role.
2. Resume presenting related experience concisely and directly addressing items in this position description.
3. Contact information and relationship to applicant for two references. Please note, if applicants are formerly associated with CRF™, references should come from outside the current CRF™ Team.

ABOUT THE CORAL RESTORATION FOUNDATION™

CRF™ is a United States 501(c)3 tax-exempt non-profit ocean conservation organization. The core mission of CRF™ is to restore coral reefs, to educate others on the importance of our oceans, and to use science to further coral research and coral reef monitoring techniques.

CRF™ does not believe that the plight of coral reefs in the 21st century is hopeless. In fact, CRF™ has developed a strategy for coral reef restoration that exists at the intersection of our core programs: (1) restoration, (2) science, (3) education, and (4) global.

The financial support for Total CRF™ experienced steady growth over the years, with contributions totaling approximately \$3.1 million in 2019, \$3.5 million in 2020, \$4.7 million in 2021, and \$5.9 million in 2022. This increasing support, stemming from both public and private sources, has directly fueled an expansion in our staff's activities. These activities encompass a range of crucial tasks, including nursery maintenance, coral transplantation, data collection, boat and warehouse operations, as well as contract negotiation and compliance, alongside other administrative duties. The diversification of funding sources, consisting of public grants and foundation donations, has provided us with stability and flexibility in executing our mission. In recent years, the impactful contributions of CRF™ to reef restoration have garnered widespread recognition, with numerous accolades and consistent media coverage acknowledging our efforts. This acknowledgment serves as a testament to the effectiveness of our initiatives and motivates us to continue striving towards our goal of preserving and revitalizing coral reefs worldwide.

CORE VALUES

The chosen candidate should embody the core values of CRF™. This includes the ability to be team-oriented, and able to work with a diverse group of staff, interns, volunteers, donors, and community members.

CRF™ Values Statement: CRF™ is driven by action and results. CRF™ believes that through education and innovation, we provide hope for coral reefs and future generations. We act with honesty, respect, and integrity at all times as representatives of the organization. CRF™ promotes a positive working environment that values teamwork, education, and financial stewardship of the resources entrusted to us. We cultivate an immersive environment to develop employees and interns through mentorship.

ESSENTIAL FUNCTIONS



The Development Associate provides critical administrative and programmatic support to the Development Program. They report directly to the Chief Development Officer. The Development Associate will be responsible for various activities, including drafting donor correspondence and gift acknowledgements, serving as the first point of contact for donor relations, efficiently processing and recording all donations, managing the monthly recurring donor program, managing Give Miami Day, and assisting with the planning of special events for prospects and donors. They may provide program information to prospects and donors, assist with writing development publications and proposals, and donor research. The Development Associate uses the available fundraising management system to produce donor reports, perform analysis and research, and track prospects and donors. They apply established processes and practices to improve effectiveness. The Development Associate may have contact with staff, donors, interns, volunteers, and partner organizations. They will provide other staff with information they need to make decisions and solve problems. They will perform administrative functions as required.

RESPONSIBILITIES (Including, but not limited to)

- Process and record all gifts received via check, ACH, on-line portal, and third-party programs.
- Create and customize donor correspondence while overseeing the acknowledgment system to ensure donors receive timely recognition.
- Act as the primary point of contact for donor relations, handling initial inquiries and maintaining communication through CRF's donor email account.
- Strategize and execute CRF's Give Miami Day campaign to maximize impact and engagement.
- Manage the organization's presence on platforms such as GuideStar, 1% for the Planet, Benevity, and third-party platforms.
- Compile and prepare donor listings for inclusion in CRF's Annual Report.
- Manage CRF's rapidly growing recurring donor program by welcoming new donors, drafting annual tax letters, and overseeing mid-year stewardship efforts.
- Provide support for fundraising events, including the prestigious Raise the Reef gala.
- Collaborate with the CDO on correspondence related to the planned giving program.
- Generate and present data analytic reports as required to inform decision-making processes.
- Does not supervise any staff, but may supervise volunteers, interns, or temporary staff.
- Financial responsibility includes working within a budget and purchasing department assets.

REQUIRED SKILLS AND KNOWLEDGE

- Bachelor's degree coupled with at least one year of experience in office management, fundraising, or within a non-profit, or an equivalent combination of education and experience.
- Experience in business writing, editing, and proofreading.
- Experience managing diverse activities to meet deadlines.
- Experience working and communicating with a wide range of people.
- Working knowledge of Microsoft Office (Word, Excel, Power Point, Teams, Outlook).
- Strong organizational skills and attention to detail.

PREFERRED QUALIFICATIONS

- Applicants with prior involvement in non-profit organizations and a fervent commitment to marine conservation will receive preferential consideration.
- Proficiency in crafting and refining written content suitable for donor solicitations, communications, and special event materials.
- Familiarity with database management and spreadsheet software, encompassing proficient data management and tracking capabilities.



- Adeptness in analyzing information to generate reports, facilitate coordination, and resolve issues effectively.
- Demonstrated ability to employ research skills to gather relevant insights.
- Ability to coordinate projects and work under pressure.
- Exposure, coursework, or relevant training in fundraising principles and practices.

PROBLEM SOLVING ATTRIBUTES

- Critical thinking to adapt or modify processes in response to changing circumstances.
- Coordinate multiple simultaneous tasks with many variables by evaluating competing/overlapping requirements or interests and prioritizing appropriately.
- Solve routine problems independently; consult with colleagues/management for unusual or complex problems.

PERSONAL CHARACTERISTICS

- Deep integrity, with an unwavering commitment to ethical behavior and communication.
- Consistently demonstrate professional, positive, and approachable attitude/demeanor and remain discrete.

TEAMWORK AND EFFECTIVE COMMUNICATIONS

CRF™ operates with a small staff of approximately 30 people and relies on our seasonal interns as well as local volunteers to accomplish our mission. We are a lean operation, and teamwork is crucial to our success. Being an effective team member means working collaboratively with your fellow staff members and being a positive example to our interns and volunteers. Interested candidates should be able to work well with and communicate with a diverse group of people including fellow staff, interns, volunteers, the public, donors, and partners.

WORKING CONDITIONS/PHYSICAL EFFORT

The position is office/clerical and will be located at CRF's Tavernier office. Typical work week is 5 days per week - Monday through Friday, 9-5pm, or modified to meet mission expectations. CRF™ requires Covid Vaccination (subject to applicable federal/state guidelines) to join our team.

Coral Restoration Foundation™ is an Equal Opportunity Employer.