



# HURRICANE ISLAND OUTWARD BOUND SCHOOL

## ALUMNI AND DONOR RELATIONS OFFICER

**Location:** Camden, Maine

**Status:** Exempt

**Reports to:** Development Director

Hurricane Island Outward Bound School (HIOBS) is a non-profit educational organization and an independent member of the federated Outward Bound (OBUSA) national network. Our educational approach is rooted in the challenging and supportive environment of the outdoors and grounded in the science of learning development. The skills students learn on course help them demonstrate long-term outcomes that include self-actualization, social responsibility, and leadership. Our vision is a more resilient and compassionate world, with more resilient and compassionate citizens.

### POSITION SUMMARY

HIOBS seeks qualified candidates for the position of Alumni & Donor Relations Officer. The Alumni & Donor Relations Officer will increase mid/high level gifts of all types (individuals, foundations, corporations), offer engagement opportunities for alumni, and be part of a dynamic development and communications team. The ADRO will support the creation of alumni-centered events, engagement opportunities, reporting, and outreach. You will collaborate on the creation of collateral, including the Annual Report, endowment reports, grant reports, etc.

If you have demonstrated success and are looking to grow your skills in alumni outreach, donor engagement, crafting compelling proposals, and working within a small, collaborative team—this could be a great fit for you! Excellent written and verbal communication skills and the ability to make connections between alumni, foundations, and business with our mission are all a must. If you love working with supporters, raising funds to drive impact, getting outdoors, and meeting goals, we'd love to have you join our team.

### PRIMARY RESPONSIBILITIES

- Reach or exceed an annual revenue target of approximately \$250K through a consistent moves management system of cultivation and stewardship.
- Help set and implement organizational strategy for a multi-year alumni engagement plan with input from Development Director and others. This plan will create an alumni membership program and increase philanthropic revenue and hit other strategic KPIs.
- Manage and grow a blended portfolio of 80-120, that includes individuals, foundations, corporations with the capacity to make gifts of \$15,000 and below.
- Grow revenue through prospect and alumni research and cultivation. Qualifying those already in our network and finding new opportunities outside our network will both be key.

- Utilize considerable initiative, independence, originality, and responsibility for recommending and developing new fundraising & engagement mechanisms across a variety of media.
- Support the Development Director with the creation of collateral reports/materials to be used for a range of audiences, including the Annual Report, specific philanthropic campaigns, grant proposals and reports.
- Meet with donors/hold events in a variety of locations in Maine, Massachusetts, and New England. Documenting activities, strategies, results, and next steps in advance.
- Maintain personal prospect, donor, and fund records in Salesforce database; ensure timely entry of activities.
- Support gift acknowledgement processes during peak seasons.
- Support events, including invitationals, Annual General Meeting, etc.
- Flexibility and willingness to lend a hand in team-based projects and initiatives.

*In addition to the above responsibilities, the position may be also required to do other duties as assigned.*

## **KNOWLEDGE AND SKILLS**

- Successful applicant will be an articulate ambassador for our mission who is looking to learn more about our work and philanthropy.
- Must have demonstrated communication skills—written and verbal—as well as interpersonal skills and must thrive in an environment where making connections is essential.
- Must highly organized and able to prioritize work schedule & meet deadlines.
- Must have the ability to travel, particularly in the New England/NY-area.
- Must enjoy working in a collaborative environment AND be able to work independently and reach key deadlines and goals.
- Applicant must possess excellent computer skills including fluency in MS Office Suite and Salesforce (or similar database). Experience with graphic design a huge plus.
- Commitment to Donor Bill of Rights and confidentiality.

## **EDUCATION AND WORK EXPERIENCE**

- Bachelor's Degree with either 2-4 years development/alumni engagement or marketing experience.
- Success in soliciting gifts or closing sales (or supporting this work) of \$5,000 and above.
- Success in growing membership/alumni programs in terms of number and engagement as well as philanthropic revenues.
- Documented experience of grant writing or strong ability to write compelling narratives a huge plus.
- Demonstrated experience working in a professional environment, meeting deadlines and goals, and managing time in a remote work environment.

## **SAFETY AND RISK MANAGEMENT**

- Adhere to all local operating procedures, safety policies, and emergency procedures outlined in the staff handbook and field staff manual.
- Report any workplace or field safety concerns and incidents to supervisors.

## **LOCATION**

After an initial training period, position can be partially remote/work from home but requires of 2 days/week at the Camden, ME administrative office or on our basesite locations. Travel to HIOBS basecamps and within New England and beyond will also be required. Some weekend and evening work will be required to support special events.

## **COMPENSATION**

This is a full-time, 40 hour/week position with excellent benefits. Benefits include health, dental, short and long-term disability, life insurance, 401(k), wellness benefit, and outdoor industry perks. Starting salary commensurate with experience and skill-level. Salary range: \$45K-\$55K.

## **EQUAL EMPLOYMENT OPPORTUNITY**

HIOBS is an equal opportunity employer and works to include diversity amongst its staff. HIOBS prohibits discrimination and harassment of any type and affords equal employment opportunities to employees and applicants, without regard to sex, gender identity, race, color, religion, national origin, ancestry, age, marital status, mental or physical ability, sexual orientation, genetic information, veteran status, or any other classification protected by federal, state, or local law.

Equal Employment Opportunity applies to all personnel practices, including (but not limited to) recruitment, hiring, training, promotion, termination, leaves of absence, compensation, discipline, evaluation, benefits, transfers, educational assistance, and social and recreational activities.

## **APPLICATION INSTRUCTIONS**

To apply, please forward a resume and cover letter to [jobs@hiobs.org](mailto:jobs@hiobs.org). Applications received before 8/1 will be given preference.