

Advancement Assistant

Overview

Bigelow Laboratory for Ocean Sciences is seeking a part-time Advancement Assistant to provide administrative support to Bigelow Laboratory's development team. Responsibilities include: coordinating fundraising mailings and donor acknowledgements, database management and ensuring consistent record-keeping, event planning and management, prospect research, donor relations assistance, and other fundraising support activities. The successful candidate will have a basic understanding of charitable giving and standard development office procedures. This part-time position requires working in the East Boothbay office for 25 hours per week, working occasional evening or weekend events, and involves light travel.

A minimum of one year experience in an office support position is required. Effective written and verbal communication skills; a professional, friendly demeanor and strong customer service skills; the ability to manage complex projects independently; and proficiency with Microsoft Word and Microsoft Excel and database management experience are necessary. Raiser's Edge, event planning, and email marketing platform experience preferred.

Bigelow Laboratory for Ocean Sciences is a nonprofit research institution with a mission to investigate the microbial drivers of global ocean processes through basic and applied research, education, and enterprise. What we are learning will be essential to the conservation and responsible use of the ocean and the many valuable services it provides. The Laboratory's 60,000 square-foot, shore-based campus is located in East Boothbay, Maine, on the Damariscotta River estuary. The campus became the first LEED Platinum certified laboratory in Maine and is one of only seven in the New England area. The Laboratory has been rated one of the top 10 places to work in Maine. Charity Navigator, America's largest independent charity evaluator, awarded Bigelow Laboratory for Ocean Sciences a 4-star rating, its top distinction.

Apply

To apply, please submit a resume, cover letter, writing sample, and contact information for three references using this link:

<https://www.bigelow.org/about/careers.html>

For full consideration, applications should be received by March 24, 2019. Review of applicants will begin immediately. Questions about the position can be directed to jobs@bigelow.org.

Bigelow Laboratory is an Equal Opportunity/Affirmative Action employer.

