

Development Officer

The Bermuda Institute of Ocean Sciences (BIOS), Inc. is a U.S. incorporated and internationally-recognized not-for-profit research and education institution advancing ocean science for human good. Activities include oceanographic and marine biological research conducted by resident and visiting scientists, and education programs to include university level courses on topics ranging from marine pollution to remote sensing. Additional information about BIOS can be found at www.bios.edu.

BIOS seeks a full-time professional in the Development Office to handle aspects of frontline fundraising work with particular emphasis on annual giving programs and database management. This is an exceptional opportunity for a motivated individual with strong interpersonal skills seeking a meaningful position in not-for-profit advancement work. Reporting to the Chief Development Officer, the incumbent will:

- Manage a comprehensive database of electronic donor files using Raiser's Edge software
- In consultation with the Director, create and execute Annual Fund mailings and e-solicitations
- Compose correspondence to major donors
- Track donor relationships and make direct fundraising requests
- Generate reports for review by senior administrators and the BIOS Board of Trustees
- Maintain confidential donor data and filing systems
- Work with local and international volunteers
- Support communications and special events
- Serve as a key member of a small but dedicated development and communications team charged with advancing BIOS's resources and visibility

Qualifications:

Bachelor's degree preferred along with similar work experience in non-profit or private sectors; strong writing skills essential; capacity to manage a variety of daily work responsibilities; willingness to become proficient, fast, on a development records management system; interest in science and research; available for infrequent night and weekend assignments for institutional events.

Special Abilities:

Proficiency with Raiser's Edge or other donor database system; Microsoft Office; ability to work independently with minimal supervision; knowledge of the Bermuda donor community strongly desired.

BIOS offers a competitive compensation package in a stimulating and challenging working environment. Bermudians or spouses of Bermudians preferred. Qualified candidates should send cover letter and CV to:



Human Resources Officer
Bermuda Institute of Ocean Sciences
17 Biological Lane, St. George's, GE01
e-mail: hr@bios.edu

Closing Date: 10 July 2012

BIOS is an equal opportunity employer and operates a drug-free workplace and learning environment