

# **BUEI** Bermuda Underwater Exploration Institute

The Bermuda Underwater Exploration Institute requires a  
**Membership, Volunteer and Fundraising Coordinator**  
to join its small and energetic team.

The successful applicant must demonstrate a willingness to undertake a wide variety of tasks associated with our dynamic charitable organization.

## ***Qualifications Required:***

- High Level of knowledge of database management and administration of donor (or similar) record keeping
- Work experience in business administration, and / or marketing. A college degree or certificate in one of these related fields would be an asset
- Capable of meeting fundraising goals, sponsorship targets and grant-writing assignments
- Works closely with the CEO, other colleagues and external contacts to discuss/resolve issues that will facilitate the progress of campaigns or production of fundraising/membership materials
- Experience in event management
- Ability to develop strategies for the membership programme, supervising new membership and renewal drives and writing and submitting funding proposals and annual giving campaigns
- Proficiency in Microsoft Office Applications, database applications and other related computer applications
- Knowledge of office and business procedures
- Strong organizational skills with excellent written/verbal communications skills, attention to detail and a team spirit
- Must be able to lead multiple projects simultaneously, meet deadlines and work well under pressure
- An outgoing, energized and enthusiastic personality

## ***Duties will include:***

- Administer the Raiser's Edge Database for Fundraising, Membership
- Produce various monthly/quarterly/yearly letters and reports (e.g. status/progress reports, minutes, acknowledgement letters, etc.)
- Draft correspondence for Fundraising, Membership
- Assist with coordination of Marketing and Sales functions and BUEI Membership events
- Manage BUEI's Volunteer Programme
- Assists the CEO in organizing and completing fundraising presentations
- Perform various daily bookkeeping related functions
- Must be willing to work some weekends, holidays and evenings, as needed, to complete projects and conduct assigned BUEI activities.

Applications by email  
to [applications@buei.bm](mailto:applications@buei.bm)  
P.O. Box HM 1745  
Hamilton HM GX  
Tel: 292-7219

**Closing date for applications: October 26, 2018**