



**BERMUDA SLOOP  
FOUNDATION**

**Business Development Manager**  
**Bermuda Sloop Foundation/Spirit of Bermuda**  
*Become a key member of our team as we continue*  
*“Changing Lives One Voyage at a Time, Over Time”*  
*through expeditionary sail training for Bermuda’s Youth*

**The Bermuda Sloop Foundation** is seeking a motivated and talented Business Development Manager for Spirit of Bermuda.

**The Business Development Manager** will report to the Executive Director. The primary responsibility is the development and organization of the Foundation’s fundraising activities to ensure that revenue objectives are met and that a positive and consistent message is provided to the public.

**Revenue generation:** The successful applicant will be expected to participate in the strategic planning and budget process, propose and execute business development opportunities, manage and cultivate relations with Members, Donors, Foundations and Grant Makers. Additionally, the post-holder will be responsible for ensuring that revenue targets are achieved and be expected to provide monthly reports on fundraising and business development activities to the Executive Director and to designated Board Members.

### **Knowledge Skills and Abilities**

- Good financial management skills.
- Strong interpersonal skills.
- Public Speaking and Presentation skills -- to Donors, Members, Corporate Boards, Clubs, TV, Radio etc.
- Strong organizational skills, including an attention to detail.
- Excellent creative writing and verbal communication skills
- Strong problem solving skills.
- Ability to work at both the strategic and implementation levels.
- Strong project management skills.
- Ability to execute multiple tasks simultaneously and strong time-management skills.
- Strong client/customer service skills.
- Excellent relationship building and networking skills.
- Exhibit a professional image in personal demeanor/dress at all times.
- Self-starter with initiative and follow through

### **Qualifications**

- A minimum of 3-5 years as a successful business development manager leading the fundraising and public relations efforts of a non-profit (or for-profit) entity.
- Strong data-base management skills.
- Familiarity with NEON database management system an asset
- Proven experience in managing successful events.
- Experience with computer programs such as Microsoft Word, Excel and PowerPoint, Gmail calendar management and Outlook calendar management, Social Media, Facebook, Twitter, Instagram and Snap Chat.
- Proficiency in MS Office with expertise in Microsoft Word, PowerPoint and Excel
- A University graduate degree preferred.

**Interested candidates should apply in writing including your resume/CV and a covering letter to:**

**Bermuda Sloop Foundation**  
**12 Wesley Street**  
**Hamilton, HM11**  
**Attention: Executive Director**  
**Email: [frontdesk@bermudasloop.org](mailto:frontdesk@bermudasloop.org)**

**For information about Bermuda Sloop Foundation, please visit our website**  
**[www.bermudasloop.org](http://www.bermudasloop.org).**

**Closing Date: October 04<sup>th</sup>, 2019**