



**Olympic Coast
Exploration Center**
Water connects us all

Director of Philanthropy

Reports To: Executive Director

Team: This position supervises a part-time Development Assistant, and will assume primary supervision of a full-time Development Coordinator by January 2028. The Director also collaborates closely with the Campaign Director (Major Gifts) and will work alongside a Guest Services & Marketing Director once that position is filled in Q3 2027.

Salary Range: \$80,000–\$90,000 annually

Benefits: Includes vacation, sick, and holiday pay, group health coverage, SIMPLE IRA, monthly mobile device stipend, relocation benefits (if applicable)

Position Summary

The Director of Philanthropy will join the Olympic Coast Exploration Center (OCEC) at a pivotal moment in the organization's history: the transition from capital campaign to the opening of a new facility and the launch of a mature, long-term philanthropic program. The organization has already built significant fundraising momentum and established the infrastructure to support it—including a strong donor database, gift-processing and reporting workflows, stewardship practices, and a growing base of philanthropic relationships. This position offers the opportunity to step into that momentum and shape what comes next.

As the organization's chief advancement officer, the Director will lead the evolution of philanthropy beyond the capital campaign, developing a sustainable and diversified advancement program centered on annual giving, major gifts, corporate partnerships, planned giving, and meaningful long-term donor relationships. Rather than building a program from the ground up, the Director will inherit established systems, relationships, and practices and have the opportunity to strengthen, expand, and strategically align them with the Olympic Coast Exploration Center's next chapter.

The Director will work closely with the Executive Director and Campaign Director during the final phase of the capital campaign, helping steward campaign donors and ensure continuity of key relationships while preparing for the Center's long-term fundraising future. With the anticipated conclusion of the capital campaign in June 2028, the Director will progressively assume full responsibility for a major gift portfolio within 12–18 months while continuing to provide strategic leadership for advancement operations, fundraising strategy, donor engagement, and team development.

This is an opportunity for an experienced fundraiser to join an organization with substantial philanthropic momentum at the moment when that momentum can be transformed into a lasting culture of philanthropy. The Director will play a central role in ensuring that the generosity that makes the new Olympic Coast Exploration Center possible continues to fuel its impact for decades to come.

Organizational Context

The capital campaign has raised \$26M toward a \$37M goal (\$35M for construction) and is expected to conclude in June 2028. The organization currently maintains an active donor database of approximately 500 donors and 1500 prospects in Bloomerang, supported by established gift-processing and stewardship workflows. The Director of Philanthropy will build on these existing systems rather than starting from scratch, while leading the organization's transition to its next level of philanthropic program.

Responsibilities

Strategy & Leadership (25%)

- Develop and implement OCEC's comprehensive annual advancement plan aligned with organizational strategic priorities.
- Lead the organization's transition from capital campaign fundraising to sustained annual and major gift philanthropy.
- Establish fundraising goals, performance metrics, and key performance indicators.

- Develop annual operating and fundraising budgets in collaboration with the Executive Director.
- Foster a culture of philanthropy across the organization, working with department leaders to integrate fundraising into institutional planning.
- Serve as a member of the Leadership Team, contributing to organizational strategy and decision-making.

Major Gift & Collaborative Fundraising (20%)

- Partner with the Executive and Campaign Directors to coordinate cultivation, solicitation, stewardship, and long-term donor strategy.
- Within 12–18 months of campaign completion, assume full responsibility for a portfolio of major and leadership donors, including personal solicitation and stewardship.
- Ensure continuity of donor relationships as campaign leadership transitions.
- Evaluate and recommend strategies or staff supports to retain regional philanthropic partnerships developed during the campaign.
- Support the Executive Director and Board members in donor cultivation and solicitation.
- Lead moves management and prospect review processes across the advancement team.

Annual Giving and Donor Stewardship (15%)

- Update donor segmentation strategies and personalized cultivation pathways.
- Implement and monitor stewardship programs that recognize and deepen donor engagement at all giving levels.
- Oversee donor recognition societies, naming opportunities, and stewardship events.

Corporate Partnerships & Planned Giving (10%)

- Implement strategies for corporate sponsorships, business partnerships, and co-marketing opportunities.

- Expand OCEC's planned giving and legacy society program.
- Expand philanthropic opportunities beyond the capital campaign through endowment, conservation, education, and programmatic giving.

Advancement Operations (15%)

- Supervise and mentor the Development Coordinator.
- Ensure effective management of donor data, gift processing, reporting, acknowledgments, and stewardship workflows.
- Maintain accurate fundraising records and prospect management systems.
- Evaluate and improve advancement processes, technology, and reporting tools.
- Ensure compliance with applicable fundraising regulations and ethical standards.

Board & Volunteer Engagement (10%)

- Staff the Board Development Committee.
- Support Board members in fundraising education, engagement, and ambassador activities.
- Develop volunteer leadership opportunities that strengthen fundraising capacity.
- Prepare advancement reports and dashboards for the Board of Directors.

Communications & Storytelling (5%)

Working collaboratively with the Guest Services & Marketing Director, Development Coordinator, and external communications partners:

- Help shape fundraising messaging and donor communications.
- Ensure philanthropic messaging aligns with OCEC's mission, strategic priorities, and organizational brand.
- Support the development of annual reports, impact stories, stewardship materials, and fundraising campaigns.

Note: The Guest Services & Marketing Director position is not yet filled. Until it is, the Director of Philanthropy will take a more hands-on role in producing donor-facing materials, supported by contracted writers, designers, or communications consultants as needed, transitioning to a collaborative model once that role is hired.

Required Qualifications

- Bachelor's degree or equivalent professional experience.
- Seven or more years of progressively responsible nonprofit fundraising or advancement experience.
- Demonstrated success leading annual giving, donor stewardship, and comprehensive fundraising programs.
- Experience developing fundraising strategy and managing advancement operations.
- Experience supervising staff and managing budgets.
- Excellent written and verbal communication skills.
- Strong organizational, analytical, and project management abilities.
- Proficiency with donor CRM systems and fundraising analytics.

Preferred Qualifications

- Experience in museums, aquariums, science centers, higher education, healthcare, or cultural institutions.
- Experience working alongside capital campaigns or campaign transition planning.
- Knowledge of planned giving and corporate partnerships.

Physical Demands and Other Work Requirements

- Ability to sit and work at a computer for extended periods, with frequent use of a keyboard, telephone, and other office equipment.
- Ability to communicate effectively in person, by telephone, and through virtual platforms.
- Occasionally work in areas with varying temperatures, ambient noise, or wet conditions.

- Ability to stand and walk for extended periods during events, tours, community activities, and donor meetings.
- Ability to occasionally lift, carry, or move materials weighing up to 25 pounds, such as event supplies, presentation materials, or boxes of materials.
- Ability to travel locally and occasionally regionally for donor meetings, community events, conferences, and other organizational activities. You must possess a valid driver's license and have access to a personal vehicle. Proof of auto insurance is required for liability insurance purposes.
- Ability to work a flexible schedule based on fundraising activities, donor availability, and organizational events. Occasional evening and weekend work will be required.
- Ability to maintain confidentiality and exercise sound judgment when handling sensitive donor, financial, and organizational information.
- Ability to work collaboratively with staff, board members, volunteers, donors, community partners, and other collaborators.
- Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of the position.

Equal Opportunity Employer

The Olympic Coast Exploration Center is an equal opportunity employer. We are committed to creating an inclusive workplace and welcome candidates of all backgrounds and experiences. We believe a diversity of perspectives, identities, and lived experiences strengthens our organization and our ability to serve our community. Employment decisions are made without regard to race, color, religion, sex, gender identity or expression, sexual orientation, national origin, age, disability, veteran status, or any other status protected by applicable law.