



## Alliance to Protect Nantucket Sound Development Assistant

### Overview

The Alliance to Protect Nantucket Sound (Save Our Sound) is seeking an assistant to support our development and administrative team. This is a part-time paid position with flexible hours. The Alliance is an environmental nonprofit organization based in Hyannis, MA, dedicated to securing permanent protection for Nantucket Sound, the unique body of water located between Cape Cod, Martha's Vineyard, and Nantucket.

### Qualifications

- Background experience in nonprofit development, fundraising, and/or administration.
- Strong written and verbal communications skills.
- Excellent organizational and time management skills.
- Ability to balance multiple projects at once.
- Knowledge of Microsoft Office tools (Excel, Word, PowerPoint, Publisher).
- Proficiency with nonprofit databases such as Blackbaud a plus.
- Experience with grant writing a plus.
- College degree preferred.

### Responsibilities

- Assist the organization's development team through fundraising activities, donor acknowledgement, research, and direct solicitation.
- Assist with donor prospecting and outreach.
- Provide administrative support for Director of Development, such as data entry and updates, regular appeal mailings and scheduling.
- Assist with fundraising events (when it is safe to do so).
- Build the organization's grant writing capacity by identifying foundations, proposal development, and reporting.
- Perform other duties as necessary.

### Application information

Please email your resume and a letter detailing your interest to Sara Anton, Director of Development. ([santon@saveoursound.org](mailto:santon@saveoursound.org)).