



MYSTIC AQUARIUM

Executive Profile Institutional Giving Officer



Institutional Giving Officer

Mystic Aquarium

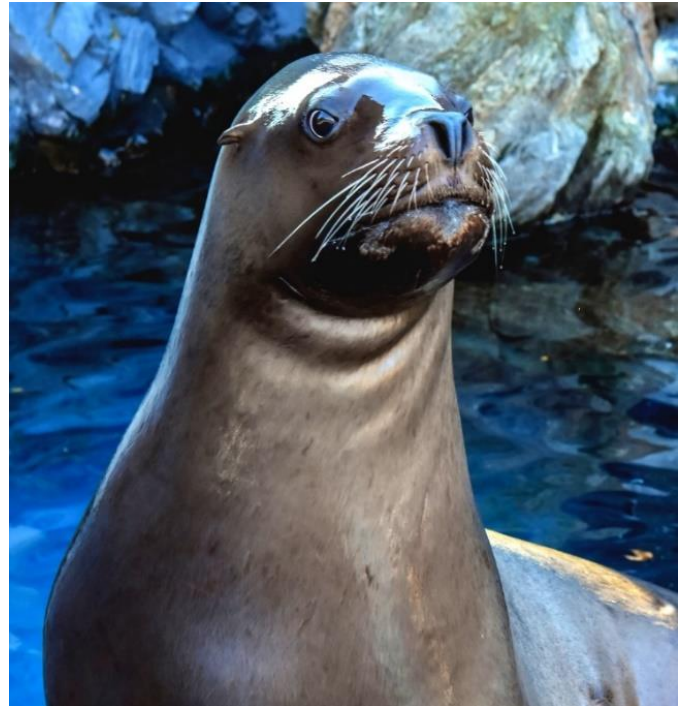
Mystic Aquarium's mission is to inspire people to care for and protect the ocean planet through conservation, education, and research.

[Mystic Aquarium, a subsidiary of the Sea Research Foundation](#), is a one-of-a-kind experience and is considered one of our **nation's leading aquariums**, offering exemplary care to a variety of species while also serving as the Northeast's premier marine mammal rescue and rehabilitation center.

The aquarium – now celebrating 50 years -- is a member of the [Alliance of Marine Mammal Parks and Aquariums \(AMMPA\)](#) and is an accredited member of the [Association of Zoos and Aquariums \(AZA\)](#).

Robust conservation and education programming along with unparalleled visitor experiences serve to strengthen personal connections to the animals and their environments.

Each year approximately **800,000 guests** experience the splendor of the Aquarium and viewing thousands of animals through structured interpretations, specially curated exhibits, and hands-on interactions. It is truly a place of wonder!



As a **leading research organization**, Mystic Aquarium employs a full staff of scientists, trainers, and specialists engaged in projects focused on the conservation and sustainability of our ocean planet.

Why Join the Mystic Aquarium?

- This is a new position and offers the opportunity to create and build a vital new source of revenue;
- A chance to be a part of early campaign planning to secure the future of the Aquarium and marine care and conservation; and
- The daily view of sea life just outside of your office, is second-to-none!

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Mystic Aquarium in the News



Mystic Aquarium's Arctic Coast, the **largest outdoor beluga whale habitat in the United States** (at 750,000-gallons) made quite a splash in June 2021.

In addition to its existing [three belugas \(Juno, Natasha & Kela\)](#), the [Sea Research Foundation imported belugas from Canada](#).

The belugas, viewable to the public, are participating in non-invasive beluga research. These findings are essential to the advancement of knowledge and conservation, which will impact our

current beluga pod as well as their counterparts in the wild.

Conservation Impact

Mystic Aquarium is deeply rooted in local and global action for the protection of our oceans and the species that call it home.

Coupled with a resolute concern for community and people, Mystic's conservation work defines its "[One Ocean, One Mission](#)" ethos.

Mystic Aquarium has an unwavering commitment to the region's economic and environmental success, and to advancing conservation impact globally.

This ethos reflects a 50-year heritage and a shared desire to create a better, more sustainable world that protects aquatic animals, assuring the survival of threatened species.

The Aquarium's work is a call for action infused with comprehensive compassion and respect.



Diversity, Equity, Inclusion, and Accessibility

Mystic Aquarium embraces the importance of **diversity, equity, inclusion, and accessibility** in our business and conservation practices. We strive to foster a sense of belonging within our organization, our guests, and the communities we serve, and are committed to dismantling systemic inequities. These are not just words on a paper, but a process and a journey.

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Along the way we will make mistakes and it is important that we learn from our mistakes. We all carry implicit bias, and we ask that we carefully examine those biases and educate ourselves such that we are always being respectful of our staff, volunteers, and guests. Being an inclusive workplace entails embracing diversity in all its forms, and creating a safe environment for people to claim their own identity, whether it be race, ethnicity, gender, religious belief, etc.

Development Overview

Mystic Aquarium relies on [philanthropic support](#) and volunteer engagement to support its mission of inspiring people to care for and protect our ocean environment through conservation, education, and research.

The Aquarium has a \$22 million annual revenue budget. The Development Department, led by **Senior Vice President of Development Tina Couch**, raises \$2 million annually from individuals, corporations, and foundations for critical needs not covered by ticket sales and membership. The Department is developing plans to significantly increase this annual philanthropic total.

The Board of Directors and the Development Committee are strong partners in the identification, cultivation, and solicitation of donors.

The Aquarium is in the early stages of a comprehensive capital planning process to determine the organization's next set of critical priorities, the steps needed to achieve them, and the long-term growth of philanthropy at the Aquarium. The position described in this Prospectus will be integral to the success of those plans.



Institutional Giving Officer - The Opportunity

Mystic Aquarium is seeking an **Institutional Giving Officer** to help build a robust pipeline of growing support from corporations, foundations, and governmental funders. This key position will be responsible for identification, cultivation, solicitation, and stewardship of institutional funders.

Reporting to the Senior Vice President of Development, the **Institutional Giving Officer** will build relationships with prospects and funders, collaborate with members of the Development team and other Aquarium staff to optimize gift support, and serve as a passionate and persuasive ambassador for the Aquarium's ambitious plans.

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Responsibilities

- Lead and manage research and proposal writing for all institutional prospects; this includes coordinating and monitoring the tasks of the various participants.
- Proactively identify, research, and evaluate corporate, foundation, and institutional giving opportunities. Prioritize institutional giving opportunities for senior administration based on advancement's strategic plans.
- Oversee the development of case statements, letters of inquiry, proposals, reports, and other correspondence to corporations, foundations, and government agencies, and other institutional giving organizations.
- Serve as a resource to researchers and provide guidance and support to investigators in the identification and development of federal and state institutional giving opportunities.
- Work with Aquarium staff to develop programmatic aspects of institutional giving proposals; develop project budgets in accordance with appropriate funding regulations and college policies; provide technical assistance; ensure that all proposals are reviewed by area managers prior to submission. Oversee development proposal content, design, and creation.
- Other duties as assigned.

Qualifications and Skills

The ideal candidate will have a keen understanding of the institutional funding landscape and have experience soliciting institutional funding from corporations, foundations, and government agencies. This person will be strategic, detail oriented, a skilled writer, and an excellent collaborator.

- Bachelor's degree.
- Proven experience in preparing institutional proposals and securing significant philanthropic awards in the non-profit, higher education, or government sectors.
- Ability to write clearly and persuasively to translate the Aquarium's mission and aspirations into successful proposals and presentations.
- Strong oral and written communication with all stakeholders including funding agencies, administrators, and Aquarium staff.
- Ability to collect, synthesize, and analyze data about the institution and its impact.
- Ability to create and manage project and program budgets, and fund accounting.
- Ability to work in a diverse environment with the ability to multi-task and be the project manager on several institutional giving simultaneously.

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- Must be able to manage and deliver on multiple (and often concurrent) internal and external deadlines.
- Knowledge of Microsoft Office Suite, Word, Excel, PowerPoint, and web search tools. A working knowledge of electronic systems, portals, and databases.

The ideal candidate will be an effective collaborator, consummate professional, and quick study who is passionate about Mystic Aquarium's conservation mission.

Location

Mystic Aquarium is in the heart of historic [Mystic, CT](#), a coastal town close to the Rhode Island border and less than an hour from New Haven. Nearly one million-day trippers and tourists flock to Mystic each year and of those, 80% include Mystic Aquarium as part of their visit to this charming seaside village.

Salary

The salary range for this position is \$75,000-\$85,000/annually.

To Apply

Send nominations or cover letter and resume to: **Lisa Vuona, Managing Partner, at** lvuona@boyden.com