

Job Announcement Donor Relations Specialist



Type: Part-time (20-25 hrs/week)

Location: North Webster, IN

The TWF is seeking a donor relations/fundraising professional to join our dedicated team.

Who We Are:

The Watershed Foundation is a non-profit organization working since 1997 to protect, preserve and improve the water quality of our beautiful local lakes and streams.

Together with our supporters, board, staff and partner network we fulfill our mission by identifying and stopping sources of pollution, uniting partners, and empowering the public to be good stewards of our water resources through education and outreach. Please visit our website to learn more about what we do and how we do it WatershedFoundation.org.

At TWF, you'll have the autonomy to help meet the opportunity and challenge of these times in a flexible, casual, and supportive work environment with the potential for growth.

Who we are looking for:

People often describe you as *passionate, talented, driven, innovative, helpful* and *sincere*. You are self-sufficient, detail-oriented and possess the ability to work independently and with a team. You are an outstanding communicator possessing excellent writing and speaking skills. You enjoy setting and meeting goals. You are extremely organized and work well under limited supervision. You are a continuous learner. You are committed to protecting and preserving the environment, especially our water resources.

The job we need you to do:

- Collaborate with TWF Office Manager in utilizing donor management database, including updating donor records, compiling biographical information, and obtaining reports
- Coordinate donor mailings with office staff, including direct mail appeals
- Analyze donor giving patterns to increase retention, upgrading, and conversion rates
- Arrange and participate in 1:1 donor meetings
- Assist with individual donor stewardship including phone calls, letters, thank you cards, donor appreciation gifts, and other communications via phone and email
- Assist with preparation of the annual report and other reports to donors as needed
- Coordinate logistics for fundraising and donor recognition/cultivation events including cocktail parties, cottage tours, project tours
- Collaborate with TWF Communications Specialist on digital, social media, and print communications
- Conduct research on donor prospects and other acquisition strategies to expand base

The donor relations specialist reports directly to the Executive Director. This job offers flexible hours and work location, but requires occasional evenings and weekends.

This part-time position is paid hourly at a rate commensurate with the successful candidate's professional experience.

Qualifications:

- Bachelor's Degree and 1-2 years' full-time work experience
- Excellent interpersonal and communication skills
- Highly organized with acute attention to detail
- Able to multi-task and meet deadlines
- Continuous and fast learner
- Solid computer literacy and skill in using the internet for research
- Analytical and comfortable working with databases
- Comfortable working independently and in a team environment
- Committed to the mission of The Watershed Foundation
- *Preferred* - Experience in nonprofit fundraising

Our Non-Discrimination Policy:

It is the practice of The Watershed Foundation in all aspects of employment, to treat all persons without discrimination based on race, religion, color, political affiliation, disability, national origin, sexual orientation, sex or age.

To Apply:

Please submit your resume, cover letter, and contact information for two professional references to TWFDonorRelationsJob@gmail.com. No phone calls, please.

Applications will be accepted until the position is filled; however, we plan to begin conducting interviews by late-April/early-May.