



December 7, 2022

Position: Development Coordinator

Salary Range: \$41,000-\$45,000

Position: Full-time, exempt

Location: Washington, New Bern or Raleigh, NC

Reports to: Executive Director

Application Deadline: Open until filled

If you are interested in learning about non-profit fundraising principles and how to build effective relationships with donors in support of an important mission- this is the position for you. We're looking for someone with motivation and the desire to become a strong fundraising professional for the environment and communities.

Position Summary

The Development Coordinator (DC) will have a critical role in building and sustaining an annual, diversified fundraising campaign that supports Sound Rivers clean water mission. The DC will work under the supervision of the Executive Director and focus primarily on managing the donor database, including tracking of communications with the donor, contributions and deadlines. The position will also focus on ensuring effective and timely donor stewardship and cultivation, processing acknowledgment letters, and maintaining accurate reports of donor communications and outreach. The DC will assist in implementing and enhancing engagement and fundraising initiatives with the goal to grow both revenue and the organization's current and prospective donor base. They will have the ability to work with a high degree of independence, ownership and accountability while maintaining a clear vision of how each project supports Sound Rivers' mission.

Essential Duties and Responsibilities

Stewardship and Cultivation

- Partner with the Executive Director (ED) to create solicitation and year-round engagement strategies for current and prospective donors, including direct mail, email, online, and marketing
- Partner with ED to identify top prospects and develop personalized strategies of engagement for donors across all campaigns, initiatives, and events



P.O. Box 1854
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New Bern (252) 637-7972 – Raleigh (919) 856-1180 – Washington (252) 946-7211

Database Management

- Effectively manage the Bloomerang donor database by accurately inputting and tracking donations, creating and running reports tracking fundraising trends, and serving as the Bloomerang administrator
- Maintain complete and accurate records of donor giving history and contacts

Event Management

- Assist in the management of all fundraising events, which include the annual Oyster Roast, as well as smaller events.

The above statements reflect the general duties, responsibilities and competencies considered necessary to perform the essential duties and responsibilities of the job and should not be considered as a detailed description of all the work requirements of the position. Sound Rivers may change the specific job duties based on the needs of the organization.

Job Requirements

Experience

- Two years of applicable work experience, preferably in the non-profit sector, in fundraising and/or donor relations role.
- A bachelor's degree or equivalent experience
- Experience using a variety of software at an advanced level
- Alternative to the above, an equivalent combination of education, training, and experience which provides the required knowledge, skills, and abilities

Technical skills

- Expertise in using Microsoft Office and Google Workspace
- Experience in CRM software or willingness and ability to learn new software (i.e., Bloomerang)
- Experience using social media for fundraising and marketing purposes

Workplace skills and qualities

- Passion for environmental and justice issues affecting eastern North Carolina.
- Enjoyment of a busy and dynamic work environment
- Superior accuracy and attention to detail
- Exceptional data management, recordkeeping, and organizational skills
- Excellent written and verbal communication skills
- Outstanding customer service skills
- Ability to maintain a high level of confidentiality
- Ability to self-motivate, work independently and as part a team
- Strong critical thinking and problem-solving skills
- Ability to work on multiple projects concurrently and meet tight deadlines

- Strong time management skills and ability to keep track of many tasks that require follow-up
- Curiosity and a sense of humor

About Sound Rivers

Sound Rivers has a long tradition of clean water advocacy, protecting and preserving the health and viability of the Tar-Pamlico and Neuse rivers for over 42 years. Sound Rivers is committed to the goal of environmental justice and equity for all people in our watershed. We recognize the benefits and impact of diverse leadership, building of trust in impacted communities, and programs that are inclusive to ensure we serve the needs of all those communities within the Neuse and Tar-Pamlico river basins.

Equal Employment Opportunity

Sound Rivers is committed to a diverse, equitable, and inclusive workplace where we learn and work together to protect the Rivers. We strongly encourage applicants from underrepresented backgrounds in the environmental movement to apply.

Compensation, Benefits, and Values

This is a full-time, exempt position reporting to the Executive Director. The hiring range is \$41,000-45,000 depending upon experience and abilities. Sound Rivers offers a comprehensive benefits package that includes paid vacation, personal, holiday, and sick time; 100% covered health, vision, and dental insurance; and a tax-deferred retirement plan with employer match. Sound Rivers places the highest value on its employees and employee retention and is committed to continuously building on our collaborative and flexible workplace environment. We value a healthy work-life balance and offer opportunities for staff development.

Physical Demands

This position requires sitting for periods of time working with computer, standing and walking periodically.

Applications

If you are interested in this position and meet a majority of the essential qualifications, please send a cover letter and resumé in PDF format to jobs@soundrivers.org, subject line "YOUR LAST NAME, Development Coordinator." If your materials indicate a potential match for our requirements, we will contact you. References will be requested from candidates chosen for interviews. Please, no phone calls or emails to the office regarding this opening. Position open until filled; interviews will be scheduled on a rolling basis. The anticipated start date in February, 2023.