



POSITION ANNOUNCEMENT

Position: Development Associate

Reports to Development Director

Hours: 32 hours per week

Salary: \$34,000 to \$38,000

Close Date: May 27, 2019

Position

The Development Associate will work with HRWC staff to steward existing donors while growing HRWC's pipeline of new donors. The Development Associate will work as part of a close-knit team to help secure funding for HRWC's high-impact projects to protect and restore the Huron River. This position plays a key role in ensuring the growth and sustainability of the organization through donor communications, prospect research, and record keeping. This role reports to the Development Director and will work closely with the Executive Director, and staff across the organization.

The **Development Associate responsibilities** include, but are not limited to:

- Maintain HRWC's tracking system of individual, corporate and foundation contributions, and monthly reconciliation with the finance department.
- Data entry of all contributions.
- Create and send timely donor acknowledgement letters in accordance with HRWC's Gift Acceptance Guidelines.
- Plan, organize, and coordinate activities for special events.
- Lead on donor database management.
- Create and implement strategies to engage and recognize donors.
- Support strategy and implementation of all campaigns, annual, restricted, and membership.
- Work with marketing staff on fundraising-related communications and acknowledgements.
- Explore and respond to emerging technologies in the development field.
- Provide support to fundraising events and related activities (weekend and evening hours)
- Direct and manage office and event volunteers, to include organizing, prioritizing, and scheduling work assignments.

Required Qualifications

- Bachelor's Degree.
- Experience working at a nonprofit organization in fundraising for a minimum of 4 years.
- Exceptional attention to detail and project and records management skills.
- Exceptional written and verbal communication skills.
- Experience with MS O365, SharePoint software suite (Excel, Word, and PowerPoint) and Salesforce.

- Donor centric approach to the stewardship of relationships with contributors, partners, and stakeholders.
- Demonstrated ability in planning and implementing long and short-range development initiatives to meet established priorities.
- Ability to learn new technology and explain it to others.
- Donor database, electronic and hard copy records management skills.
- Ability to exercise good judgment, to demonstrate an understanding of ethics related to development activities, and to use discretion in interactions with donors, prospects, volunteers, and others.
- Ability to foster effective working relationships within a team environment.
- Ability to work independently, manage multiple priorities, and take-action with limited resources.
- Ability to conduct research, gather data, analyze information, and prepare reports and other materials.

Desired Qualifications

- Demonstrated commitment to the environment
- Preference for candidates with Salesforce experience

Benefits

HRWC offers a full range of employee benefits including health insurance, matching retirement contributions, paid time off, paid holidays, flex time, a flexible spending account.

Employment Status

It is the policy of HRWC that this job classification is employed at the will of the HRWC and may resign or be dismissed with or without cause or notice at any time during employment.

DEI statement

The HRWC is committed to Diversity, Equity, and Inclusion within the workplace, and thus is committed to prohibiting discrimination against volunteers, clients, and applicants on the basis of race, ethnicity, religion, sex, gender, marital status, national origin, physical or mental handicap/disability, social economic class, ethical values and/or political beliefs, parental status, veteran status, arrest record, organization membership, or any other characteristic protected by law.

HRWC will make reasonable accommodations for qualified individuals with known disabilities unless doing so would result in an undue hardship. This policy governs all aspects of employment, including selection, job assignment, compensation, discipline, termination, and access to benefits and training.

Physical Demands and Work Environment

The physical demands and work environment characteristics described here are representative of those an employee encounters while performing the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

--Event work may entail all-weather physical activity and lifting as much as 30 pounds.

--Some evening and weekend work required

--Must maintain a valid driver's license

Electronic submissions are preferred. Send resume and cover letter that demonstrates your specific interest in the position and relevant qualifications to:

Margaret M. Smith
Development Director
Huron River Watershed Council
msmith@hrwc.org

Organization:

The Huron River Watershed Council (HRWC) is a nonprofit coalition of local communities, businesses, and residents established in 1965 to protect and restore the river for healthy and vibrant communities. Services include hands-on citizen education, technical assistance in policy development, and river protection and monitoring projects.