

Overview:

The Freshwater Trust, a non-profit leader in stream and river restoration, is seeking an experienced development professional to join its development team as a Corporate and Events Manager. This full-time position will manage The Freshwater Trust's corporate giving program and events. The Corporate and Events Manager will aggressively engage in the solicitation and stewardship of corporate gifts and demonstrate creativity and resourcefulness in executing events that generate excitement, commitment and strong connection to The Freshwater Trust's efforts to fix rivers. The Corporate and Events Manager reports to the Development Director.

Responsibilities:

- Manage The Freshwater Trust's corporate giving program (philanthropic gifts), including in-person and written solicitations of corporate and corporate foundation prospects and donors, and benefit fulfillment for all corporate donors (philanthropic and event sponsors). Specific tasks include:
 - Identify and actively build relationships with prospective corporate donors with the ability to give \$2,500+ annually.
 - Steward existing donors, connecting them with the impact of their gifts.
 - Manage and implement annual corporate campaign.
 - Write formal and informal proposals and reports.
- Manage The Freshwater Trust's events to ensure they are engaging and energizing for donors, logistically dialed, on-budget and on-time. Events include: annual gala and auction, annual golf tournament, annual donor recognition event, Holiday Half Marathon and other miscellaneous events. Specific tasks include:
 - Develop and implement event timelines.
 - Manage event budgets.
 - Manage annual gala and auction committee, including responsibility for meeting live and silent auction procurement goals.
 - Help develop themes and key messages.
 - Hire and manage gala/auction intern and holiday half volunteer coordinator.
 - Coordinate audio/visual and food/beverage elements.
 - Coordinate guest lists and, when applicable, table assignments.
 - Write catalog copy for auction items and packages.
 - Generate gala/auction acknowledgement letters.
 - Solicit and secure corporate sponsorships for Holiday Half Marathon.
 - Coordinate dates, accommodations, travel and tee times for golf tournament.

Skills and Experience Required:

- Track record of securing donations through in-person solicitations and exceeding fundraising goals.
- Minimum two years of successful event and/or project management, ideally in a non-profit setting.
- At ease with cold-calling prospective donors on the phone and securing meetings.
- Very strong verbal and written communication, with the ability to concisely articulate case for support.
- Strong passion for The Freshwater Trust's mission.
- Dynamic and highly motivated.
- Commitment to building donor-centered relationships.
- Experience with auctions and/or galas, including live and/or silent package procurement.
- Strong knowledge and proficiency with Microsoft Office Suite.
- Very high attention to detail, including accuracy and efficiency.
- Excellent time management skills, including ability to balance multiple (and sometimes competing) priorities.



Job Announcement:
Corporate and Events Manager

- Ability to work coolly under pressure and as a high-functioning team member.
- Strong analytical skills.
- Ability to maintain strict confidentiality.
- Minimum of a Bachelor's Degree.
- Ability to pass criminal background check and reference checks.
- Must possess a valid driver's license.

Compensation: \$38,000-\$45,000. Benefits include generous paid time off, fully paid healthcare and retirement contribution.

Application instructions:

Please send resume, cover letter and a writing sample to: Hans VanDerSchaaf, hans@thefreshwatertrust.org. Applications will be accepted until July 15, with review beginning during the last two weeks in July. Start date is September 6, 2011.