



Job Announcement:
Development Coordinator

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 Development Coordinator. This on-going, 20 hr/week position will provide key coordination and support of The Freshwater Trust's fundraising efforts in the areas of annual giving, database management and miscellaneous department support. The Development Coordinator reports to the Development Director.

Responsibilities:

- Working closely with the Development Director, the Development Coordinator will:
 - Coordinate annual giving campaign, which includes: sending out monthly renewal notices, special appeals and year-end giving letters; performing gift processing; generating acknowledgement letters within 24 hours of receiving gifts; acting as liaison with mail house for direct mail campaigns; and acting as organization's liaison with EarthShare of Oregon.
 - Manage and maintain organization's database, including the transition to a new database, update records (addresses, unsubscribes, etc.), and enter event data into database.
 - Produce routine and customized reports and lists.
 - Conduct donor research.
 - Provide miscellaneous support to Development Director and Corporate and Events Manager, as well as the rest of the Development Department, as needed.

Skills required:

- Strong knowledge and proficiency with Microsoft Office Suite.
- Experience with and knowledge of database management.
- Very high attention to detail, including accuracy and efficiency.
- Excellent time management skills, including ability to balance multiple (and sometimes competing) priorities.
- Ability to work calmly under pressure and as a high-functioning team member.
- Strong analytical skills.
- Good verbal and written communication.
- Ability to maintain strict confidentiality.

Experience and education required:

The ideal candidate will have at least two years experience with nonprofit donor databases (Raiser's Edge preferred), a Bachelor's degree and a passion for conservation issues.

Additional requirements:

Ability to work at least 4 days/week, with occasional evening or weekend hours; majority of work will occur in an office environment; must be able to sit for long periods of time.

Compensation: \$12-15/hr, paid time off.

Application instructions:

Please send resume and cover letter to: Hans VanDerSchaaf, hans@thefreshwatertrust.org.

Position is open until filled.