



## **Development Coordinator Position**

The purpose of this position is to assist the Executive Director (Riverkeeper) in meeting the mission of the Congaree Riverkeeper organization which is to protect and improve water quality, wildlife habitat, and recreation on the Congaree, Lower Saluda and Lower Broad Rivers through advocacy, education and enforcement of environmental laws. The position will allow the organization to expand its membership base, increase its fundraising capabilities, and advance its volunteer programs.

### **Duties and Responsibilities:**

The activities of this position will be under the direction of and in support of the Executive Director. The main duties will be to assist with membership coordination (maintaining an accurate and up to date membership list, sending out annual renewal notices, identifying and initiating means for increasing memberships), assist with fundraising (serve as event detail coordinator for annual River Rocks Festival, represent the organization at smaller fundraisers, assist in identifying and implementing new fundraising opportunities), and to assist with volunteer programs (river sweep, education, etc.). Additional duties may include attending public meetings to promote river advocacy, attending monthly board meetings and maintaining the minutes, assisting with various office operations, and other matters as directed by the Executive Director.

### **Qualifications:**

College degree. Must be proficient in the use of basic office technology including Microsoft Office applications such as Word, Excel, and Powerpoint; experience with eTapestry preferred but must be willing and able to learn; and be familiar with social media applications such as Facebook and Twitter. Experience in fundraising and membership promotion would be helpful. Applicant needs to be able to work closely with and under the direct supervision of the Executive Director. Applicant must be able to work 40 hours per week and periodically attend meetings in the evening as well as monthly evening Board meetings. Experience in non-profit work or conservation matters is helpful but not required. Above all, the applicant must be willing to learn new skills and have an appreciation of protecting and advocating for our local rivers.

### **Compensation:**

Annual salary of \$27,000 with two weeks paid vacation after six months. No health care benefits are included at this time.

Interested applicants should submit cover letter and resume to [crk@congareriverkeeper.org](mailto:crk@congareriverkeeper.org) by September 30<sup>th</sup>, 2017.