

## **Outreach & Development Coordinator**

**Title:** Outreach & Development Coordinator

**Reports to:** Marketing & Communications Manager

**Status:** Part-Time; Temporary 6 months. May become permanent position based on funding.

**About Us:** Friends of the Verde River works collaboratively to restore habitat, sustain flows and promote community stewardship to support a healthy Verde River system. We envision a healthy, flowing Verde River and tributaries that support our unique environment, vibrant economy, and quality of life for future generations. Friends is a 501c3, non-profit organization located in Cottonwood, AZ. Visit [www.verderiver.org](http://www.verderiver.org) for more information.

### **Position Summary:**

Friends of the Verde River is looking for a qualified and ambitious individual to help us manage and grow our outreach and fundraising. We are looking for the perfect person who is ready to jump in and work collaboratively with other members of our team to move our organization forward.

The Outreach & Development Coordinator is responsible for managing the membership and volunteer database fundraising, and support for Friends programs. Membership, donations, events, and volunteers are tracked and managed using NEON CRM database.

### **Required Skills and Experience:**

- Excellent communication skills, verbal and written
- High levels of integrity, autonomy, and self-motivation
- Positive attitude, detail-oriented, customer-focused
- Able to multi-task and adapt to an evolving organization
- Experience with donor management software & spreadsheets (Excel, Google sheets)
- Minimum 2 years' experience customer service experience
- Experience working with volunteers is a plus

### **Preferred Qualifications:**

- Nonprofit experience preferred
- Design experience (using Canva, Adobe Photoshop, InDesign, or Illustrator) a plus
- Associate Degree or current student in nonprofit management, communications, marketing, advertising, or related field

### **Responsibilities:**

#### **Membership & Fundraising:**

- Draft and send thank you letters and make thank you phone calls to current donors and volunteers to build positive relationships.
- Use donor management software (NEON CRM) to track and manage membership and fundraising.
- Provide reports to managers on donations and memberships.

- Use outreach events to engage new members and donations.
- Work with staff to develop fundraising opportunities and events.

**Volunteer Management:**

- Work with staff to plan volunteer events
- Manage volunteer database
- Promote volunteer events through print and digital
- Attend and participate in volunteer outreach events

Compensation: \$15/hour; 20 hours/week

To Apply: Please submit cover letter and resume to: [marketing@verderiver.org](mailto:marketing@verderiver.org)

Application Deadline: Wednesday, November 28, 2018.

Position Start Date: Mid-late December, 2018 to early January, 2019.