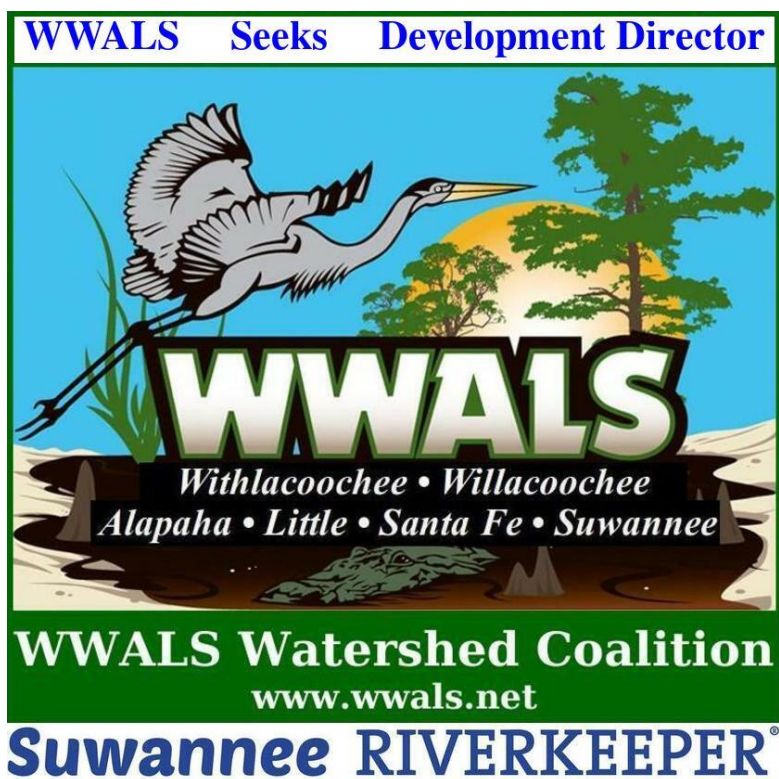


# Development Director

## Position Summary

The Development Director is responsible for supporting the development and implementation of all WWALS fundraising initiatives, including membership program, major gifts, grant writing, planned giving, special events, and capital campaigns. The Development Director works closely with the Executive Director and the Suwannee Riverkeeper in all development and fundraising endeavors.



## Job Responsibilities

### Immediate

- Regularly meet and communicate with current and prospective donors and supporters, both individuals and organizations, to foster and build strong relationships.
- Organize meetings of prospective donors and supporters with the WWALS Executive Director and Suwannee Riverkeeper.
- Develop and support a major gifts program, including identification, prospect research, cultivation, solicitation, and stewardship of major donors.
- Coordinate grant seeking, including research, proposal writing, and reporting requirements.

- Coordinate fundraising special events, such as an annual Gala and the Suwannee Riverkeeper Songwriting Contest.

## Eventual

- Work with the Executive Director and the WWALS Board to develop and implement an annual fund development plan.
- Build the planned giving program with a focus on facilitating bequest expectancies and other deferred gifts.
- Direct the membership program, including mailings and annual fundraising drives.
- Staff Board Development meetings.
- Ensure accurate and comprehensive entries in the fundraising database and tracking systems.
- Collaborate with other staff to ensure effective communications and sufficient financial support for ongoing and future programming needs.
- Oversee creation of publications to support fundraising activities.
- Maintain gift recognition programs.
- Perform other related duties as requested.

## Qualifications

- Embraces the mission of WWALS.
- Understands or is willing to learn the unusual conditions of the Suwannee River Basin and Estuary, such as low population, large area, the importance of underground water, and the numerous rivers, creeks, swamps, ponds, springs, and sinks, and the need to fundraise both inside and beyond the Basin.
- Excellent interpersonal, verbal, and written communication skills. Demonstrated ability to communicate clearly and effectively to a range of audiences in meetings, over email, and through formal work product and presentations. Experience adapting communication style to different cultural environments.
- Demonstrated knowledge, experience, and success in nonprofit fundraising.
- Strategic planning skills, with proven ability to develop and implement effective goals, strategies, and metrics.
- Ability to work with and motivate staff, board members, and other volunteers.
- Highly motivated to get out of the office, connect, and build external relationships.
- Self-starter and goal-driven in initiating donor visits and fundraising calls.
- Well organized and exhibits follow-through on tasks and goals.
- Displays a positive attitude; shows concern for people and community; demonstrates presence, self-confidence, common sense, and good listening ability.
- Experience with CRM required.
- Ability to work with Excel, PowerPoint, Google docs, sheets, and slides, Zoom, and other non-Microsoft software required.
- A bachelor's degree preferred.
- Three to five years of experience in professional fundraising preferred.
- Residence within the Suwannee River Basin preferred.

## Physical Requirements

Work from home initially. Must paddle on some WWALS outings to understand the waterways and the volunteers. Occasional meetings throughout the watersheds. If located far from Hahira, Georgia, must be willing to travel from time to time for meetings with WWALS.

## Salary and Benefits

Part-time hourly to start, commensurate with experience and other qualifications. Position can convert to a full-time salary contingent on successful fundraising.

## Application

Submit your résumé with a letter of interest to Gretchen Quarterman, Executive Director, at [wwalswatershed@gmail.com](mailto:wwalswatershed@gmail.com). **The position will be open until filled.**

Résumés will be reviewed on an ongoing basis and a hiring decision may be rendered prior to the deadline.

WWALS is an Equal Opportunity Employer and does not discriminate based on race, ethnicity, color, sex, religion, age, national origin, ancestry, citizenship, sexual orientation, gender identity and/or expression, or disability in purpose, activities, or actions.

**WWALS Watershed Coalition, Inc. (WWALS)**, est. 2012, is an IRS 501(c)(3) non-profit educational charity, working for a healthy watershed with fishable, drinkable, swimmable water.

**Mission:** WWALS advocates for conservation and stewardship of the surface waters and groundwater of the Suwannee River Basin and Estuary, in south Georgia and north Florida, among them the Withlacoochee, Willacoochee, Alapaha, Little, Santa Fe, and Suwannee River watersheds, through education, awareness, environmental monitoring, and citizen activities.

WWALS as **Suwannee Riverkeeper®** since 2016 is the Waterkeeper® Alliance member for the 10,000-square-mile Suwannee River Basin and Estuary in Georgia and Florida.

WWALS Watershed Coalition, Inc.

850-290-2350

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