

- 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.