

	<p>Brodhead Watershed Association</p> <p>Development Associate</p>
Reports to	Executive Director
Position Summary	The Development Associate serves as a single point of contact for existing and potential donors, and assists the Board and Executive Director with all activities related to donor development, membership, and fundraising including donor stewardship, new donor and member recruitment, donor and fundraising events, fundraising programs.
Primary Responsibilities	<ul style="list-style-type: none"> • Collaborate with the Board, Executive Director, and appropriate Committees to meet goals for fundraising and programming. • Donor Development: <ul style="list-style-type: none"> ➢ Coordinates fund raising for events, including but not limited to Plant Sale, Ramble and Annual Dinner celebration ➢ Researches, identifies and cultivates potential donors; ➢ Manages and maintains a database, updating donor information, tracking, and identifying donors to cultivate; ➢ Builds and maintains donor profiles for use by board and committee; ➢ Acts as the primary relationship manager for members and donors; ➢ Write appeals and correspondence to donors; ➢ Assists in preparation and mailing of fundraising appeals and correspondence to donors; ➢ Coordinates donor event calendar; ➢ Schedules meetings of key BWA personnel with donors; ➢ Makes follow-up phone calls to thank donors following contributions. • Fundraising Programs: <ul style="list-style-type: none"> ➢ Builds fundraising programs, maintains relationships with partners, and identifies opportunities for engagement and relationship-building including events and check presentations; ➢ Maintains inventory of fundraising materials, orders as needed, and distributes to partners as requested. • Committee support: <ul style="list-style-type: none"> ➢ Coordinates Development committee with, Executive Director, and key personnel; ➢ Provides agenda items and materials for meetings, compiles and distributes meeting minutes, and performs follow-up on tasks assigned. • Performs administrative and clerical responsibilities in order to complete the tasks above. • Other related tasks and special projects as assigned.
Qualifications	<ul style="list-style-type: none"> • Bachelors degree or beyond in relevant field of study, preferred • Excellent writing, organizational, communication, and people skills. • Proficiency in Microsoft Office programs. • Ability to work effectively with diverse groups including donors, members, landowners, the general public, federal, county, state, and municipal officials, and conservation partners. • Willingness to work as a self-starting individual. • Passion for water issues and mission of BWA. • Valid driver's license and reliable transportation for frequent travel.
Physical Requirements/ Working Conditions	This position requires both office work and car travel. As such, the position requires frequent sitting for long periods, with occasional periods of walking, standing, bending, and reaching materials stored at floor level up to head height. The position requires use of the computer and the telephone, handling large printed materials and archived files in boxes up to approximately 20 pounds. The position frequently requires work at indoor and/or outdoor offsite locations, requiring driving, walking, and standing on uneven terrain.