



Development Coordinator Job Description

Reports to Senior Development Manager
Salary Range \$42,000- \$49,000

Cahaba River Coalition (CRC) is seeking a creative, self-directed and collaborative fundraising professional who is skilled in donor stewardship, fundraising, and development support. This person will report to the Senior Development Manager. CRC supports work-life balance, is family-friendly, welcomes diversity, and shares a passion for rivers and nature. Benefits include health insurance, flex time, 2 weeks paid vacation during the first year increasing to 4 weeks by year 4.

This is an enjoyable and rewarding career opportunity with a respected, effective environmental nonprofit that has a track record for river restoration and protection, volunteerism, and environmental education. You would work within a supportive and talented team of full-time staff and have close involvement with a diverse, highly skilled Board of Directors, and seasonal interns.

FUNDRAISING GOALS & ROLES This individual will work with the Senior Development Manager, Executive Director, and staff, and board to manage and grow the membership program, fundraising events, and support development efforts.

KEY RESPONSIBILITIES

- Recruit, retain, and engage CRC member community.
- Meet monthly and annual revenue goals through strategic recruitment, renewal, and stewardship of nonprofit, business, and individual members and donors.
- Coordinate and track corporate sponsorships for events and programs.
- Identify trends and opportunities for revenue growth.
- Report on and analyze membership program growth and trends. Track metrics related to revenue, retention, and engagement.
- Event planning and support for all major events.
- Manage organization's Customer Relationship Management (CRM) software including effectiveness, accuracy, and consistency. This may include collaborating with other staff for the implementation of a new CRM.
- Manage and streamline communication processes between the development and finance teams
- Assist the senior development manager and other development team members with writing program-specific and organizational grants.

PREFERRED QUALIFICATIONS

- Strong commitment to environmental conservation and the mission and goals of CRC.
- 1-3 years of successful fundraising experience in multi-faceted development programs or equivalent combination in closely related field.
- Strong donor/supporter cultivation skills and track record.
- Comfortable with public speaking
- Ability to organize and manage diverse activities.
- Ability to motivate staff members, Board, and volunteers and effectively organize and support their fundraising activities.
- Ability to tell CRC's story in impactful communications, online and direct mail appeals, presentations, grant proposals, and one-on-one.
- Computer literacy in word processing, spreadsheets (Microsoft Office and GSuite), database, and some graphic design required. Proficiency in Marketing and social media is a plus.

NON -DISCRIMINATION POLICY: Cahaba River Coalition is an equal opportunity employer. We will not discriminate and will take affirmative action measures to ensure against discrimination in employment, recruitment, advertisements for employment, compensation, termination, upgrading, promotions, and other conditions of employment for any employee or job applicant on the bases of race, gender, gender identity or gender expression, sexual orientation, marital status, national origin, age, religion (creed), disability, or military status. We also will not discriminate in selection of volunteers and vendors or provision of services.

We encourage applications from people of color, Indigenous people, people from all socioeconomic backgrounds, non-binary identities, LGBTQ+, and other people of historically excluded identities. We are committed to providing an inclusive and welcoming environment for all members of our staff, clients, volunteers, contractors, vendors, and program partners.