

Ogeechee Riverkeeper (ORK) is seeking a Development and Events Manager that will manage the fundraising and related events for the environmental nonprofit. The candidate will deliver a work product that supports donor cultivation, stewardship, engagement and fundraising / friend-raising targets. This full-time position based in the Savannah area will work as an integral part of a small staff and will report to the Executive Director.

Salary and Benefits

Salary will be based on qualifications and experience. Benefits include a generous leave policy, paid holidays, contributions to an IRA retirement account, health insurance stipend, cell phone allowance, and reimbursement of travel and other business-related expenses.

Duties and Responsibilities

Development responsibilities:

- Work with staff and volunteers to secure sponsors and donations
- Actively solicit and engage past, current, and potential corporate sponsors
- Maintain accurate and complete records of contacts and communications within the donor database
- Analyze donor and prospect data to identify targets for participation and financial support
- Maintain and develop relationships with donors and prospective donors
- Draft, review, edit, and send donor thank you letters, tax summaries, memorial acknowledgements, and renewal reminders
- Draft, review, edit and send fundraising appeal letters
- Attend networking and development events, as needed
- Make deposits and fulfill merchandise orders
- Participate in the development of creating and writing grant proposals, narratives, and final reports
- Work with communications director regarding campaign calendar and materials
- Other development-related activities as assigned

Event responsibilities:

- Manage, produce, and coordinate events, including annual fundraiser, members-only events, and outreach opportunities
- Manage event logistics and internal communications including staff responsibilities, guest lists, contracts, venue, music, menus, photography, seating charts, and other event production tasks
- Draft all event-related correspondence (e.g., sponsorship solicitations, thank you letters, etc.)
- Manage registration, RSVPs, sponsorships, etc.

- Solicit and secure auction items for silent and live auctions, raffle
- Other event-related activities as assigned

Requirements

Knowledge:

- Minimum 4-year degree
- Minimum 5 years' experience in professional fundraising, fundraising management and volunteer management
- Experience in event planning, annual campaign planning, cultivation, solicitation, stewardship, strategic planning, database management and budgeting

Skills:

- Strategic thinking with a strong background in nonprofit management and fundraising/event-planning strategies
- Imaginative, creative, and responsive attitude toward campaign management and event planning
- Excellent verbal communications with an emphasis on persuasion and generating action
- Demonstrated time management skills including multi-tasking
- Proficiency with computer applications and software, including Google Workspace and Zoom
- Experience with database software and CRM management

Abilities:

- Ability to work in various situations; confidence in ability to convey information to major internal and external players
- Works independently with limited supervision
- Adept at correspondence and other required materials in support of development activities
- Ability to endorse and champion organization's advocacy efforts
- Must understand and respect the confidential nature of development work
- Understanding of various target audiences for events and donor types

Working Conditions

The work environment characteristics described here are representative of those a Development and Events Manager encounters while performing the essential functions of the role:

- Much of the position will be performed in a climate-controlled office. As an environmental nonprofit, off-site events are frequently partially or entirely outdoors. Occasional regional travel may be required.

- While performing the duties of this job, the employee is frequently required to receive oral and written instructions in English and to clearly communicate in English in person, over the telephone, through email, and through other electronic means.
- The employee is required to move about their work area, ascend and descend stairs, and stand and/or sit for extended periods of time. The employee is occasionally required to lift, drag and/or move up to 25 pounds unassisted.
- The employee is required to visually or otherwise identify, observe, and assess. Special vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

DISCLAIMER

The preceding job description has been designed to indicate the general nature and essential duties and responsibilities of work performed by Events and Development Manager. It may not contain a comprehensive inventory of all duties, responsibilities, and qualifications required to do this role. Nothing in this job description restricts management's right to assign or reassign duties and responsibilities to this job at any time.

***About Ogeechee Riverkeeper:** Ogeechee Riverkeeper 501(c)(3) works to protect, preserve, and improve the water quality of the Ogeechee River basin, which includes all of the streams flowing out to Ossabaw Sound and St. Catherine's Sound. The Canoochee River is about 108 miles long and the Ogeechee River itself is approximately 245 miles long. The Ogeechee River system drains more than 5,500 square miles across 21 counties in Georgia. More at ogeecheeriverkeeper.org.*

TO APPLY

Applications should be submitted electronically to: Ogeechee Riverkeeper - info@ogeecheeriverkeeper.org. Please include "Events and Development Manager" in the subject line of the email. Include a cover letter, resume, short writing sample of relevant type (i.e. appeal letter, campaign email; 3 pages maximum), and three references, as a single PDF. Please do not contact ORK to ask questions about the position. Applications will be reviewed until the position is filled.