



Clean water. Healthy habitat. Thriving communities.

Connecticut River Conservancy

Donor Relations Officer

Looking for a way to contribute to a cause that's important to you? Want to be a part of a creative dynamic team that's always learning and growing? In search of a development position that offers a flexible family-friendly schedule, no long-distance travel, and freedom from the pressure of quotas and metrics?

Join the region's premiere river conservation organization and help ensure that our children and grandchildren will continue to enjoy clean healthy rivers! We love what we do and are effective and passionate advocates for the public's water.

Help us love our donors! We're seeking a successful development professional to deepen relationships with our major donors and expand our network of supporters giving significant gifts to the organization.

Our administrative and development team is based out of our headquarters in Greenfield, MA. However, for this position we are seeking candidates to work out of *either* our Greenfield, MA or Middletown, CT offices.

This full-time position reports to the Development Director and works collaboratively and strategically with the Executive Director, Trustees, and other members of the development team. Benefits package includes generous vacation time and retirement plan.

RESPONSIBILITIES:

Lead and participate in all aspects of the gift cycle:

- **Qualify** donors for your caseload of 75-100 donors.
- Create individual **goals** for each donor on the caseload.
- Create a contact, marketing and communication **plan** for each donor on the caseload that is focused on fulfilling the donor's interests and passions. Execute that plan and modify it as circumstances change.
- **Work with program staff** to secure project information for creating donor offers (front - end) and reporting to donors on how their giving made a difference (back - end).
- **Perform other major gift officer duties** as required, including monthly reporting to

management that accurately reflects caseload activity and performance.

Adhere to the highest ethical standards; demonstrate empathetic disposition and perseverance; reflect optimistic and positive attitude, and convey sensitivity to needs of the donors.

Demonstrate commitment to, and understanding of the mission of the organization.

DESIRED QUALIFICATIONS, COMPETENCIES, and EXPERIENCE:

- Successful experience in major or planned gift fundraising.
- Ability to understand the needs and interests of leadership and major gift donors in order to develop relationships between them and the organization.
- A passion for the environment and a dedication to protecting it now and for future generations.
- Demonstrated leadership and the ability to successfully manage multiple tasks and priorities.
- Must be a highly energetic professional with a track record of building donor relationships and closing gifts in the five and six-figure range.
- Successful experience developing cultivation and solicitation strategies.
- Must have excellent interpersonal skills and a demonstrated record of completing assignments.
- Must have a valid driver's license and be willing to travel (primarily day trips) within the four watershed states (CT, MA, VT and NH).

Please send cover letter, resume, and salary requirements to Corey Kurtz, Development Director, at ckurtz@ctriver.org. Want to learn about why this is a great place to work? Give me a call at 413-772-2020 x202. Applications close July 15, 2018.

CRC is an equal opportunity employer and committed to creating and sustaining a diverse and supportive workplace. People of color strongly encouraged to apply.