The Connecticut River Watershed Council is the principal citizen voice for the entire four-state Connecticut River watershed. Since 1952, the Council and its members have led the way to restore and protect the Connecticut River and its 11,000 square mile watershed. Flowing through New Hampshire, Vermont, Massachusetts and Connecticut, the river is critical to our region's future.

We love what we do and we work hard on behalf of the River.

The Council seeks a Membership Builder to help grow its membership five-fold and to implement a business membership program. This position supports the day-to-day functioning of Connecticut River Watershed Council's development department and is responsible for meeting goals for membership outreach, income and renewals.

This position is based out of the Greenfield, Massachusetts headquarters and in the field as special events require, occasionally on weekends and evenings. The Membership Builder reports to the Development Director.

Part-time option: There is an opportunity for this position to be broken into two part-time positions with one responsible for membership building and another for administrative functions. Applicants interested in the membership-building portion of the job as a part-time (20-25 hour) position are invited to apply and to indicate that in their application.

Duties and Responsibilities

Membership

- Lead implementation of newly developed individual and business membership program.
- Create appeals and correspondence for new individual and business memberships.
- Solicit prospective individual and business members.
- Maintain membership communications calendar.
- Oversee individual and business membership renewal process.
- Primary contact for all membership inquiries
- Oversee inventory and ordering of printed membership materials
- In collaboration with other staff, make minor content updates to the Connecticut River Watershed Council website

Development

- Manage production of all direct response campaigns to under-$250 donor and constituent audiences
- Implement plans to steward donors at the mid-level donor range and above ($250 -$999) through correspondence, and personalized acknowledgement process
- Research donors and prospects
- Assist and support development events, annual fund campaigns and corporate fundraising

Administrative

- Responsible for overall data entry and record maintenance of DonorPro database
- Processing and acknowledgement of all gifts and memberships within 2 business days
- Report monthly and quarterly on income and membership
- Evaluate database coding systems and recommend consistent coding protocols to ensure that members and groups receive appropriate communications and that fundraising outcomes are measurable
- Work with finance director to ensure that all donations have been entered correctly in both the donor database and Quickbooks systems
- Periodically review and update membership correspondence and acknowledgement process and templates for all gifts
- Document and update process manual for tasks related to position And other tasks as requested

Qualifications

- Professional or volunteer sales or fundraising experience
- Experience with fundraising software, data entry, pulling queries and running reports
- Strong computer skills , including Microsoft Office, troubleshooting Word, Excel and web questions within a PC environment
- Strong organizational skills
- Ability to establish clear priorities and set and meet deadlines
- Ability to work autonomously and as part of a team
- Creative thinker with an ability to use data to inform decisions
- Takes initiative to identify and solve problems
- Proven ability to listen, write, and speak effectively.
- Bachelor's degree, or combination of education and relevant experience
- Energetic, enthusiastic, with a good sense of humor.
- Dependability and flexibility

To Apply:

E-mail resume and cover letter to:

mbsearch@ctriver.org

All applications will be acknowledged.
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Review of resumes to begin July 13th and continue until position is filled.