



P.O. Box 576  
Ipswich, MA 01938

**Ipswich River Development & Administration Coordinator  
Job Description  
February 11, 2021**

The Ipswich River Watershed Association seeks a full time Development & Administration Coordinator. The Coordinator helps to meet Ipswich River's goals by providing critical operational and fundraising support needs. In addition, the Coordinator provides front office and operational support for all organizational programs.

The Development & Administration Coordinator has the following responsibilities:

Member Engagement, Giving and Acquisition

Administer gift processing using E Tapestry or similar database. This includes the accurate and timely processing of all gifts, the commitment of funds, and preparation of deposits.

Manage the creation, execution and timely mailing and audit-ready recording of all gift acknowledgements, including a library of standard and special gift acknowledgement letters.

Reconcile transactions with the bookkeeper monthly to ensure accurate gift reporting.

Maintain and update accurate donor records in database

Assist with member renewal and acquisition, run queries, send emails, merge and print renewal letters

Assist with annual appeal, run queries, send emails, merge and print letters, etc.

Coordinating with Outreach Manager and Development Director, design member engagement materials (Annual Appeal reply cards, flyers, etc.)

Coordinate with printer

Schedule and coordinate volunteer assembly of mailings (temporarily remote due to COVID, returning to in-person when safely permissible). Finalize mailings and deliver them to post office

Produce and maintain lists, letters and reports

Assist in developing new member communication series, implement and assess implementation

Provide support for grant administration

Front Office Management

Along with all staff, greet, welcome and assist visitors (office is temporarily closed to visitors due to COVID)

Manage all aspects of the front office, including general mail distribution, emails and phone messages.

Manage online store, fulfill orders (books and other items)

Manage printers, phone, alarm, mail meter, mail funds at Post Office account, cleaning, heating, and order office supplies, as needed

Conduct legally mandated functions in a timely manner (AG filing, Form 1 ABC filing, etc.)

Prepare materials for annual audit (substantial contributors report, schedule of donated goods and services, schedule of fundraising events and board list)

Assist with health insurance options and plan

Successfully manage rental tenant relations

### Events

Support engagement and fundraising events, as needed

### SKILLS

Database management experience required; donor management software experience preferred

Proficiency with Microsoft Office Suite (Word, Excel, and mail merge function) required

Customer service/support experience required

Strong organizational skills and ability to manage multiple projects simultaneously required

Strong writing skills required

Exceptional attention to detail required; please elaborate on your strength in this area in your cover letter

The Ipswich River Watershed Association is a fast-paced and team-oriented work environment. The position is based at our [Riverbend](#) headquarters on the river in Ipswich, with some remote work during the COVID pandemic. This position is full-time, salaried reporting to the Development Director. Compensation is commensurate with experience. The position includes benefits including retirement, vacation, HSA and paid time off. Ipswich River strongly encourages candidates of diverse backgrounds. As stated in our [new Strategic Plan](#), we are committed to incorporating racial equity and justice throughout our programs, operations, staff and board of directors.

Interested candidates should inquire or send a cover letter and resume to Development Director Trish Aldrich at [taldrich@ipswichriver.org](mailto:taldrich@ipswichriver.org). The position is available immediately and will remain open until filled.