



Development Manager

Position Description

The Ipswich River Watershed Association (IRWA) seeks candidates for a full-time Development Manager to join our team. The DM will manage the organization's membership-level donor base development efforts, annual appeals, grant tracking, and CRM database. As a member of the Development and Engagement Team, the DM will also support the Engagement Manager with some engagement efforts. The DM reports to the Director of Development and Engagement and works closely with the entire Development and Engagement Team.

Job Responsibilities

Development

- Oversee stewardship and solicitation for donors giving up to \$500, ensuring renewals and increases aligned with revenue goals.
- Plan and oversee the creation and mailing of spring membership appeal and end-of-year appeal each year, following internal best practices and maximizing return on investment.
- Assist with creating thank-you notes at all donor benefit levels during each appeal.
- Assist with creating, planning, and distributing impact reports, annual reports, donor newsletters.
- Stay informed on donor interests, philanthropic trends, and institutional priorities to support high-level fundraising efforts.
- Manage CRM system Little Green Light, ensuring accurate and comprehensive record keeping, gift entry, product integration, and general operation.
- Generate reports and analyze donor trends to support strategic decision-making at the leadership level.
- Research members and donors and create informative profiles in CRM database
- Manage Grant record keeping in CRM database
- Secure Corporate Sponsorships for our events and program days

Engagement

- Support Engagement Manager with event registration forms, emails, and attendee tracking in CRM
- Assist Engagement Manager with event coverage including paddling events, hikes, walks, and other public information events (may require moving boats and participating in the activity)
- Assist with tabling at events to represent the organization to the public (may involve moving tables, tents, etc)

- Assist with maintenance of website content
- Other duties as assigned

Qualifications

Successful candidates will possess a strong personal commitment to the work of Ipswich River Watershed Association and a desire to work in a small, highly collaborative, dynamic team environment with colleagues who share a passion for environmental stewardship. Candidates should demonstrate a strong willingness to learn and a creative approach to problem solving.

The ideal candidate has:

- Exceptional attention to detail
- Proficiency with use of technology including Google Workspace, MS Office Suite
- Proficiency with Constituent Relationship Management (CRM) databases, particularly Little Green Light
- Passion to effectively serve our members by ensuring that the information we have on them in our database is accurate and complete
- The ability to self-direct and manage multiple projects simultaneously
- The ability to effectively prioritize time and responsibilities
- Previous experience in nonprofit development or fundraising.
- Excellent written communication skills.
- A bachelor's degree in business, communications, or a related field.
- Experience working in a small team environment.

Generally, staff at IRWA enjoy being outside and are willing to work in a range of outdoor conditions on occasion. We are a small and highly collaborative team, often pitching in and helping one another on events and initiatives.

Studies have shown that women and people of color are less likely to apply for jobs unless they believe they meet all the qualifications as described in a job description. We recognize that experience can be gained in various ways: lived, professional, volunteer, and other experience. We thoroughly look through application questions and resumes to qualify candidates for our open positions. We encourage anyone who may not believe they meet all of the described qualifications to consider what they can contribute to IRWA and apply.

Hours, Compensation, and Benefits

This is a full-time (40 hours per week) position located at our Riverbend headquarters in Ipswich MA. Office hours are 8 a.m. to 4 p.m., Monday through Friday. Occasional evening and weekend work will be required but overtime work will not be expected. Remote work 2 days per week is acceptable.

Compensation:

Salary for this position is \$60,000 - \$70,000 annually depending on experience.

This is a salaried, exempt position. Starting pay will be determined based on qualifications, experience, and internal equity. Excellent benefits package including a liberal paid time off policy including family and medical leave, health, vision and dental insurance, 401(k) with employer match.

To apply, please send cover letter and resume by email, with the Subject Line: "IRWA Development Manager Application" to:

Tracy Sopchak, Director of Development and Engagement
tsopchak@ipswichriver.org

Applications will be reviewed on a rolling basis until the position is filled.

About the Ipswich River Watershed Association

Founded in 1977, we serve as the Voice of the River and work to ensure there is enough clean water for people and nature and to provide opportunities for people to have fun outdoors. We are a small but nationally known organization with a big record of accomplishments. Increasingly, we seek to position our work under the lens of building resiliency for the watershed and the communities we serve. Our team consists of twelve year-round and several seasonal staff who are supported by an engaged board, several committees and hundreds of volunteers. We work in 28 communities throughout the Ipswich, Parker and Essex River Watershed and are based at Riverbend, our beautiful 23-acre headquarters on the bank of the River in Ipswich. For more information, go to www.ipswichriver.org.