



Position: Member Programs & Development Associate

The Delaware Riverkeeper Network (DRN), a grassroots, regional, nonprofit working to protect and restore the Delaware River, is seeking a Member Programs & Development Associate.

Position Summary: The Member Programs & Development Associate oversees the implementation of DRN's development activities and events, and works in a collaborative environment to advance a membership and fund raising program, guided by the Delaware Riverkeeper, the Director of Grants and Communication, and the DRN development team.

Reports to: Director of Grants and Communication

Key responsibilities:

- Plan and execute social, fundraising, and educational events, ranging from paddling trips to dinner fundraisers to conferences, for members, donors, and the public.
- Manage and oversee all aspects of activities and events.
- Recruit and engage event and activity sponsors as needed.
- Develop and follow budgets and timelines.
- Develop and design communication materials.
- Manage web donation pages and fundraising-related web content
- Help draft and review fund raising appeals and membership promotions.
- Undertake outreach to recruit new members (e.g., targeted tabling events).
- Serve as a frontline contact for member and general public inquiries.
- Ensure timely, personalized, and accurate communications with donors, including follow-up calls as needed.
- Process gift acknowledgements.
- Perform general administrative duties for development team.
- Other duties as assigned

Other Responsibilities:

This position requires a limited level of travel throughout the watershed, and access to reliable transportation is essential. Some evening and weekend work required

Qualifications:

- Minimum college level degree.
- Team player capable of working independently with minimal oversight.

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- Detail-oriented, organized, efficient, and flexible.
- Ability to multi-task in a high performing environment, expected.
- Work experience in the nonprofit sector, preferably in the environmental field, a plus.
- Exceptional written and oral skills with a high-level of computer literacy (Microsoft Office, Google Suite, InDesign, Salesforce a plus) and a strong aptitude for mastering new applications.

Compensation:

Salary range: \$35,000

Position offered is full-time, 40 hours a week, but flexible hours and schedule may be possible for the right candidate.

Benefits include Holidays, Vacation, and Health Insurance.

Location:

Bristol, PA

Start date:

Position is open until filled.

How to Apply:

No telephone calls please. Send resume, cover letter, three references, and writing sample via email to: resumes@delawareriverkeeper.org.

About the Delaware Riverkeeper Network

Since its founding in 1988, the Delaware Riverkeeper Network (DRN) has championed the rights of our communities to a Delaware River and tributary streams that are free-flowing, clean, healthy, and abundant with a diversity of life. DRN works throughout the four states of the Delaware River watershed and at the federal level when issues that impact the health of our watershed play out on a national stage. DRN empowers communities with the engaged interaction and information needed to succeed in protecting our River and region, now into the future. Through independent advocacy, and the use of accurate facts, science and law, DRN gives voice, strength, and protection to the communities and waterways of the Delaware River.