



Member Programs & Development Associate

with the Delaware Riverkeeper Network, a nonprofit environmental organization

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The Delaware Riverkeeper Network (DRN), based in Bristol, PA, is committed to creating an inclusive community of staff and volunteers that is representative of the Watershed we serve. In doing so, we are better able to champion 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. We know through experience that different ideas, perspectives, and backgrounds create a stronger voice for the River.

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

Description:

The Member Programs & Development Associate oversees the implementation of DRN's development activities and events. This position works in a collaborative environment to advance a membership and fundraising program, guided by the Delaware Riverkeeper and the Director of Grants and Operations.

Reports to:

Director of Grants and Operations

Key responsibilities:

Events:

- Plan and execute social, fundraising, and educational events, ranging from paddling trips to dinner fundraisers to conferences, for members, donors, and the public.
- Collaborate with other staff to design events overlapping with advocacy areas.
- Manage and oversee all aspects of activities and events.
- Recruit and engage event and activity sponsors as needed.
- Develop and follow budgets and timelines.

Fundraising and Community Building:

- 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).
- Build and maintain partnerships with local businesses for outreach and fundraising.

Communications:

- Develop and design web and print communication materials, including newsletters, donation campaigns, and event outreach.
- 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.

This position requires direct contact with minors. Job offers are conditional and contingent upon all required background clearances. No person with a conditional offer of employment may commence employment until the background clearances have been successfully completed.

Valid driver's license and good driving record is required. Ability to travel around the Watershed is required. Some evening and weekend work required.

Qualifications:

- Minimum college level degree OR five (5) years of experience with fundraising and/or event management work.
- Team player capable of working independently with minimal oversight.
- 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.
- Exceptional written and oral communication skills.
- Innovative thinker and creative problem solver.
- High-level of computer literacy and a strong aptitude for mastering new applications, (experience with InDesign and/or Salesforce a plus).

Salary:

Base starts at \$40,000, but is negotiable

Benefits:

- Insurance: Medical, Dental, Vision, Life, Short & Long Term Disability
- 401(k) retirement plan with employer match after one year of employment
- Flexible Spending Accounts: Medical, Dependent Care, Transit & Parking Expenses
- Generous time-off policies
- Relaxed work atmosphere and dress code

Location:

The position is based in DRN's main office in Bristol, Bucks County, PA. Employees may be eligible to work remotely if their job duties can be met through basic hardware and software, they've proven to be trustworthy, disciplined, and self-motivated, and have been given permission by DRN. However, travel to the Bristol office will be required as needed.

Application Procedure:

Submit cover letter, resume, names and contact information for three references, and at least one writing sample.

Please send email with the required attachments to the attention of Hiring Manager at resumes@delawareriverkeeper.org.

Email subject line should read, "Member Programs & Development Associate." No telephone calls.

Timeline

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

Essential Functions of Position and Working Conditions:

- Physical ability to perform the essential functions of the job, including some physical work, with or without reasonable accommodations.
- Constantly required to remain in a stationary position and operate standard office equipment, such as a computer, phones, photocopiers, printers, and fax machines.
- Ability to communicate information and ideas so others will understand. Must be able to exchange accurate information in these situations.
- Occasionally required to move files, open filing cabinets and position self as necessary.
- Work will be primarily indoors, in an office setting.

The employee must be able to perform the essential functions of the position satisfactorily and, if requested, reasonable accommodations will be made to enable employees with disabilities to perform the essential functions of their job, absent undue hardship. DRN retains the right to change or assign other duties to this position.

DRN is an equal opportunity employer.