

## **ShoreRivers Job Opening: Development and Event Coordinator**

ShoreRivers seeks a full-time Development and Event Coordinator to join our team and help fulfill our mission to protect and restore our rivers and the living resources they support. The ideal candidate will be an energetic, outgoing individual who is organized, detail oriented, and enthusiastic about the environment and the communities we serve. The position is located in our Easton, Maryland office at the Eastern Shore Conservation Center.

To learn more about ShoreRivers, visit [shorerivers.org](http://shorerivers.org).

### **Areas of Responsibility:**

#### ***Fundraising (20%)***

- Help Compile and Execute Annual Fundraising Plan
  - Annual Appeal—create annual end of the year appeal mailing
  - Maintain Calendar of Events
- Membership and Funder Giving
  - Stewardship Plan—thank you letters, renewal letters, annual appeal
  - Manage the Donation Calendar
  - Support fundraising and outreach activities
  - Database management
- Help Manage Special Interest Groups
  - Advisory Council—events, meetings, and communications
  - Board of Directors—work with Executive Director and Board Chair on board engagement, reports, and stewardship
  - Development Committee—planning meetings and agendas, engage committee members to help expand ShoreRivers programs and initiatives

#### ***Grants (20%)***

Track and help develop proposals and reports—research and coordinate with other staff

- Private Grants
  - Private Foundations
  - Family Foundations
- Corporate Giving
  - Corporations
  - Businesses
- Local/State/Federal Government—programmatic giving

**Events (45%)**

Host several community events for fund raising and to communicate our mission. Such as:

- Ride for Clean Rivers
- Wild & Scenic Film Festivals—Easton and Cambridge
- Cinco de Miler
- Solstice Gala
- Sassafras Sips
- State of the Rivers—St. Michaels, Cambridge, Kent Island, Cecilton, Chestertown

**Communications (15%)**

- Manage communications plan including print, web, social media
- Assist with content of Press Releases and media relations
- Assist with newsletters, e-newsletter, annual appeal

Experience required:

College degree and 2 to 3 years of experience

Event planning and community outreach experience

Computer programs: Microsoft Office —Word, Excel, PowerPoint, etc., and database experience

The Development and Event Coordinator will work with the Director of Development and other staff to complete his or her responsibilities. The successful candidate will be a personable, outwardly social self-starter who is creative and enjoys interacting with the diverse community groups we serve.

If you are interested please email your resume to:

Kristan Droter

[kdroter@shorerivers.org](mailto:kdroter@shorerivers.org)