



SHORERIVERS SEEKS DEVELOPMENT & EVENTS COORDINATOR

ShoreRivers seeks a Development & Events Coordinator to join our team and help fulfill our mission to protect and restore Maryland's Eastern Shore waterways. The position manages ShoreRivers events and assists with development and communications activities. The ideal candidate will be an energetic, outwardly social self-starter who is organized, detail-oriented, and enthusiastic about the environment and the communities we serve.

The position reports to the Director of Development and works closely with the Membership Coordinator as part of a team of three who work out of both the Easton and Chestertown offices. This is a full-time position; the employee must be flexible to work weekends, evenings, and longer hours, and to travel when necessary. The employee must be willing to live in the communities we serve. Salary ranges from \$38,000-\$42,000 commensurate with experience; competitive benefits package included.

To apply, send cover letter and resume to Ann Frock at afrock@shorerivers.org by July 6, 2021.

RESPONSIBILITIES

- **Events (60%)** – manage ShoreRivers' fundraising and outreach events, including staff and board coordination, event logistics and budget, volunteer and meeting coordination, partner and vendor coordination, and event promotion.
- **Development (20%)** – assist the Director of Development in implementing ShoreRivers' annual fundraising strategy, working with our membership database, and conducting grant research.
- **Communications (20%)** – assist with planning and logistics for our suite of communications, primarily by increasing and building our virtual presence and influence through photos, videos, and social media content as well as website management.

POSITION REQUIREMENTS AND QUALIFICATIONS

- 2+ years' work experience in a relevant field of event coordination and/or development is ideal. An associate or bachelor's degree is a plus but we welcome applicants from traditional and non-traditional education pathways.
- Belief in our mission to achieve clean, local waters. An understanding of environmental issues that affect water quality, and knowledge of ecology and ecosystem functions.
- Ability to work as a team player and collaborate effectively with staff and volunteers.
- Excellent written and oral communication skills, including for print, web, and social.

- Proficient in Microsoft Office Suite.
- Experience with donor database; Blackbaud's Raiser's Edge preferred.
- Experience with managing budgets and volunteers a plus.
- Comfort with Adobe Suite, SquareSpace, Canva, and Zoom preferred.

SHORERIVERS

ShoreRivers seeks to protect and restore Eastern Shore waterways through science-based advocacy, restoration, and education. We work collaboratively with our community yet maintain an uncompromising voice for clean rivers and the living resources they support. Our dedicated staff of Waterkeepers®, educators, scientists, restoration specialists, and advocates focus on policies and projects that will improve the health of our rivers.

ShoreRivers believes that diversity, equity, inclusion, and justice in our staff, board, supporters, and programs is critical to achieving our mission of clean water. We believe that **access** to waterways fuels environmental stewardship; **inclusion** of diverse communities is essential to long term success; and **diverse representation** in our membership, staff, and board makes us stronger.

Read more about ShoreRivers at shorerivers.org.

