



Arundel Rivers Federation seeks a full-time Development and Communications Director to design, manage, and grow the organization’s fundraising and communications programs.

The Development and Communications Director will manage all facets of Arundel Rivers’ fundraising and donor outreach programs, as well as oversee the organization’s communications efforts. The ideal candidate will have a passion for environmental stewardship and experience building and managing relationships with businesses and donors, applying for public and private grants, coordinating events, and designing communication materials.

About Arundel Rivers Federation:

Arundel Rivers is located in Edgewater, Maryland just minutes away from historic Annapolis on a peninsula surrounded by the Chesapeake Bay and its tributaries. Arundel Rivers works with communities through science-based environmental restoration, advocacy, and public policy to preserve, protect, and renew the South, West, and Rhode Rivers and associated tributaries of the Chesapeake Bay. We envision clean, fishable, swimmable waterways for current and future generations.

Responsibilities:

Design and Manage Development Strategies – Arundel Rivers seeks to expand fundraising efforts to support a growing staff and organization. The Development and Communications Director will design strategies to retain existing donors, attract new donors, connect donors to the work of Arundel Rivers, seek out and apply for new grant opportunities, and organize donor engagement and appreciation activities. The successful candidate will also report annually on fundraising and donor outreach metrics.

Manage External Communications – Arundel Rivers maintains a consistent online presence through the use of a website, social media postings, and frequent email newsletters. The Development and Communications Director will assist all members of the Arundel Rivers’ staff in developing external communication materials, reviewing and editing materials, and publishing materials in various formats.

Event Planning – Arundel Rivers holds multiple in-person and online fundraisers each year. The Development and Communications Director will plan and organize all aspects of these fundraisers.

Manage Donor Database and Compliance – The Development and Communications Director will process all online and physical donations, manage a confidential donor database, and produce donation acknowledgment letters as required by the Internal Revenue Service.

Work Schedule:

The position will work 40 hours per week with most hours worked Monday through Friday. There will be occasional evening and weekend work attending and organizing fundraising and donor outreach events. Telework and flexible schedules are supported and encouraged.

Position Requirements and Qualifications:

- Bachelor's degree in communications, business, finance, public relations, or a closely related discipline is preferred;
- 2 to 5 years of fundraising experience, including experience reaching out directly to existing and potential donors;
- Experience writing and managing grant applications;
- Experience managing donor relation databases, such as Salesforce;
- Experience with graphic design software, such as Canva and Photoshop;
- Experience planning fundraising or other large, social and professional events;
- Familiarity with email marketing systems, such as Mailchimp;
- Experience advertising through social and traditional media outlets;
- Familiarity with fundraising auction software, such as Auctria;
- Familiarity with content management software for websites, such as WordPress;
- Experience with all Microsoft Office Products;
- Ability to design strategic plans and goals; and
- Ability to review and direct fundraising and communications work done by other team members.

Salary and Benefits:

- Starting salary range is \$60,000 to \$75,000 depending upon experience. The position is eligible for performance-based bonuses as well as increases in annual salary based upon the outcome of performance reviews and regional economic trends;
- Competitive, employer-provided health, dental, vision, and short and long-term disability insurance;
- SIMPLE IRA retirement plan with employee match of up to 3% of annual salary;
- Flexible scheduling including virtual and teleworking opportunities;
- 16 paid holidays, 15 days of paid, annual leave increasing to 20 days after two years of employment, and 10 days of paid sick leave annually; and
- Funding available for professional development and attendance at national and regional conferences.

Start Date:

The successful candidate should be prepared to begin work in March of 2023, or sooner.

To Apply:

Please email a cover letter and resume to jobs@arundelrivers.org with your name and "Development and Communications Director" in the subject title.