

TITLE: Development and Membership Coordinator
REPORTS TO: Director of Development
DATE REVISED: June 2026

POSITION OVERVIEW

The Development and Membership Coordinator at Friends of the Chicago River is a key member of the Development Team who reports to the director of development and works closely with and in support of the other members of the development department, program staff, and members and supporters of Friends. The Development Team is responsible for raising over \$3 million annually and building long lasting relationships. Responsibilities include but are not limited to administering and maintaining the donor database; drafting donor letters and communications; gift tracking; assisting with direct mail, email and social media campaigns; and supporting special events throughout the year including solicitation of in-kind contributions. The Development and Membership Coordinator also supports the executive director and Board of Directors including supporting board and committee meetings, as well as the interdepartmental communications and financial support for the Business Office.

A successful Development and Membership Coordinator with Friends enjoys detailed and timely computer and financial work. They appreciate administrative responsibilities and event coordination that support the development of our organization with a mission to protect and restore the Chicago-Calumet River system for all people, water, and wildlife. In practice, ideal candidate exercises high attention to detail, and is extremely organized, collaborative, punctual, and skilled communicator. In passion, the ideal candidate must be motivated to be a part of a team focused on environmental sustainability and community impact through the lens of the development effort.

Our vision is that the Chicago-Calumet River system is a healthy, biodiverse, climate resilient ecosystem with equitable, open access for all. As the only organization exclusively dedicated to protecting and restoring the Chicago-Calumet River system and its watershed, Friends seeks an individual who is committed to the environment and views the river as an important part of the history, culture, and future of the Chicago region.

CORE RESPONSIBILITIES

- Ensure ethical and appropriate financial administration of all contributed income, including overseeing the donor and prospect records, processing gifts in an accurate and efficient manner, acknowledging donors in a timely manner, and working with the Business Office Manager to ensure payments are deposited and recorded without delay.
- Serve as expert for DonorPerfect and provide training for all staff. Applicants need not have DonorPerfect experience necessarily, but must be comfortable undergoing training and effectively becoming the expert shortly after hire. Produce donor lists upon request.
- Meticulously support our donor and sponsor network through data entry, writing and producing constituent letters, and creating financial reports.

- Financial and accounting support including: running reports, analyzing data, and synthesizing data to track development goals and metrics. Assist with the annual budget process, including forecasting, reforecasting, and regular tracking. Execute the monthly bank reconciliation to ensure that Friends' finances are correctly accounted for in the DonorPerfect database.
- Create value in volunteer and donor experience by supporting the development department in post-event acknowledgement letters, follow-up, tracking, and reports.
- Use strategic creative writing skills to convey Friends' messaging in the creation of letter templates, social media posts, and email blasts in coordination with the Communications Team
- Play a pivotal role in the planning, fundraising, and execution of Friends' annual fundraiser gala with hundreds of guests in attendance.
- Assist with Friends' other events including event coordination, registration link creation, promotion (mail, email, and social media), and engagement with attendees at each event.
- Act as a liaison between the Board and staff by arranging and facilitating board meetings, taking and preparing minutes, compiled meeting packets, and other tasks as needed that support the success of the executive director.
- Other duties, such as general administrative support and other responsibilities that are cohesive with your skillset and the Development and Membership Coordinator role for the betterment and growth of the department as assigned.

KNOWLEDGE, SKILLS, AND ABILITIES

- Must have excellent computer skills as well as basic bookkeeping skills, strong experience with internet technology such as databases, online communication platforms such as DonorPerfect, Microsoft Outlook and Teams, Zoom, and Google Suite, .
- One to two years of administrative and database experience, preferably in the fundraising and/or development field.
- Demonstrated commitment to valuing diversity and contributing to an inclusive working and learning environment.
- Strong organizational skills, ability to prioritize and manage multiple projects simultaneously and to meet deadlines.
- Commitment to maintaining good donor relations, confidentiality, and accurate records.
- Willingness to work extended hours/days for occasional events and special projects as required.
- Ability to strategically develop and analytically assess long-term plans, set objectives, and track progress towards achieving objectives.
- Ability and openness to learn and work well with others as part of a team and to work independently.
- Excellent communication skills, both written and oral.
- Comfort interfacing with the Board of Directors and the public in the office, meetings, and in the field.
- Excellent logic and problem-solving skills.
- Process-oriented and capable of working efficiently while managing deadlines.
- Personal optimism and comfort with creative processes.

COMPENSATION

Friends offer excellent benefits including generous paid leave, including two one week breaks in the winter and summer, medical and dental insurance, and a retirement match after two years of employment. This role is also eligible for a Summer Fridays program. This is full time salary position \$50,000 - \$55,000. This position is primarily scheduled 9 a.m. to 5 p.m. in office. There are occasional evening and weekend commitments.

WORK ENVIRONMENT

While this position will primarily operate in an office setting with an open floor plan, Friends of the Chicago River recognizes the importance of work life balance. This position is primarily in office; there is an opportunity for one remote day per week after a probationary period. Friends' will provide DonorPerfect training, as well as general staff training and teambuilding opportunities throughout the year. Friends of the Chicago River is easily accessible via transit including CTA and train lines.

Friends of the Chicago River is an equal opportunity employer and is committed to the principles of racial diversity, equity, and inclusion. We value a diverse workforce and encourage applications from all qualified individuals without regard to race, color, religion, gender, sexual orientation, gender identity or expression, age, national origin, marital status, citizenship, disability, and veteran status. We strongly encourage people from underrepresented groups to apply.

Friends' staff is fully vaccinated and all individual precautions are honored.

APPLY TO: jobs@chicagoriver.org

Please email a resume and cover letter as a PDF file describing: your interest in this position, the ways in which you satisfy the qualifications specified above, and three references to the attention of Annie Hanrahan, Director of Development at jobs@chicagoriver.org. Please use the subject line: Development and Membership Coordinator

No applications will be considered without a personalized cover letter detailing the applicant's specific interest in this position. No calls, direct emails, or USPS mail please.