



1137 N Dodge Blvd
Tucson, AZ 85716
www.watershedmg.org

About the Organization

At Watershed Management Group (WMG), we envision a world where the relationship between the Sonoran Desert and its people creates prosperity for all. This includes all people, plants, animals, land, and waters of the United States, Mexico, and Native American nations found in the Sonoran Desert. Our mission is to develop and implement community-based solutions to ensure the long-term prosperity of people and health of the environment. We provide people with the knowledge, skills, and resources for sustainable livelihoods.

At the core of our work is the value and practice of diversity, equity, and inclusion with the goal of advancing care for people and the environment. In recruiting for our team, we welcome the unique contributions that you can bring in terms of education, opinions, culture, ethnicity, race, sex, gender identity and expression, nation of origin, age, languages spoken, veteran's status, color, religion, disability, sexual orientation and beliefs.

Job Title: Events and Fundraising Coordinator

Supervisor: Lisa Shipek, Executive Director

Start Date: October 2023

Location: Tucson, AZ

Hours: Full time position with benefits, either 36-40 hours or 30-34 hours. (Also available is part-time 20-25 hour position, without benefits)

Pay: \$20 - \$23 hour (depending on experience)

Full Time Benefits: Simple IRA matching retirement fund, health care coverage, paid vacation and sick leave, alternative transportation benefits

Job Description

The Coordinator will help create a culture of gratitude and lifelong watershed stewardship, working alongside other staff and board members to connect with our donors and volunteers, appreciate their giving, and engage them in our watershed activities. They will plan and manage a variety of tasks with a community-centered approach, including: coordinating annual fundraising campaigns, the monthly donor program, special events, and donor and volunteer appreciation.

The ideal candidate will be passionate about WMG's mission; enjoy building relationships with WMG donors and volunteers; be a good listener that leads with emotional intelligence; enjoy planning events and excel at coordinating event and campaign logistics; and be invested in WMG's diversity, equity, and inclusion goals.

The Coordinator will be a key member of the fundraising team, led by the Executive Director, and supported by a variety of staff at WMG. All staff participate in fundraising activities and

special events at WMG, helping with planning logistics, outreach and engagement, and thanking donors and volunteers. The Coordinator will have the opportunity to grow with WMG, and if desired, advance into a manager role with higher pay and autonomy.

Routine Duties & Responsibilities

- Work with Executive Director and fundraising team to coordinate individual donor giving.
 - Coordinate annual fundraising campaigns to support the general fund, including Spring, Summer, and Year-end Campaigns. Plan campaign strategies with fundraising team, assist with writing and editing appeals, organize mailing logistics and personalized communications, and engage board and staff in fundraising activities.
 - Coordinate monthly donor program, including communicating with monthly donors, maintaining relationships, and recruiting new monthly donors through events and marketing materials.
 - Ensure high-quality data management for WMG donors and prospects through proper data entry and adding detailed information into our donor database.
- Plan, manage and execute WMG special events, including WMG's annual fundraising events, volunteer and donor appreciation events, and third-party community events.
 - Lead or co-lead the planning of fundraising and appreciation events with other staff; including creating weekly event plan, acquiring permits, developing event budget, coordinating event promotion, setting up event webpage, managing registrations, and coordinating with event vendors, volunteers, and partners.
 - Engage staff, board, volunteers in special events and fundraising activities like volunteer appreciation event, donor phone calls, and thank you note writing parties
 - Seek business sponsors to support events; maintain business relationships and coordinate recognition
 - Coordinate fundraising efforts with third-parties such as beneficiary events
- Coordinate and support regular communications with donors and volunteers
 - Coordinate donor appreciation efforts, including writing thank you notes, thank you gifts, and special recognition and events
 - Assist with print newsletter and impact report
 - Assist with quarterly update communications with Stewardship and Legacy donors
- Coordinate staff fundraising team meetings, under direction of Executive Director
- Participate in Board Development committee, staff DEI committee, and staff communications team
- Update WMG's website and social media, including creating new content, to promote fundraising campaigns, giving programs, and fundraising events.

Job Requirements

- Interest and support of WMG's mission and vision
- Knowledgeable in environmental issues of the Southwest U.S. and Sonoran Desert
- Minimum 1 year of experience in event planning

- Minimum 1 year of experience in fundraising such as raising funds from individual donors and businesses
- Friendly people-person, good conversationalist, and good listener
- Strong communication skills, specifically writing for a lay audience, editing, and communication through print and online media
- Ability to work well in a team setting, and coordinate other team members to accomplish events and projects together

Preferred Experience

- Experience using customer relations management program, such as CiviCRM, and website content management, such as Drupal
- College degree in environment, communication, or business field
- Fluent Spanish speaker

Application

Applicants must provide:

- a 1 page cover letter (statement of interest), including a brief statement of your philosophy and commitment to community-centered fundraising and DEI work
- a 1-2 page resume or list of previous work experience
- a writing or outreach sample that illustrates community-centered communication
- phone and email contact for 3 references (at least two professional)

Send to:

Lisa Shipek

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