



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

Job Announcement: Non-profit Fundraising Apprentice

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: Non-profit Fundraising Apprentice

Supervisor: Lisa Shipek, Executive Director

Position Start Date and End Date: August 2024 – December 2024. (Possible extension into Spring 2025).

Hours: Part time, 10-20 hours per week; 2-3 days per week Monday – Friday with occasional evening and weekend hours

Location: Tucson, AZ

Pay: \$20/hour

Benefits: sick leave

Job Description

The Apprentice 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 coordinate and co-plan a variety of tasks with a community-centered approach, including: coordinating annual fundraising campaigns, special fundraising 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 interested in developing skills planning events and coordinating fundraising campaigns; and participate in WMG's diversity, equity, and inclusion goals.

The Apprentice will be a 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 Apprentice will participate in weekly onboarding and development activities with a cohort of other apprentices, interns, and docents. Training often occurs on Friday afternoons, 3-5pm.

Learn, Participate, and Master These Routine Duties & Responsibilities

- Coordinate annual fundraising campaigns to support the general fund, raising dollars from individual donors, businesses, and foundations.
 - Co-plan campaign strategies with fundraising team
 - Assist with editing and designing fundraising appeals
 - Organize mailing logistics and personalized communications
 - Engage board and staff in fundraising activities
 - Update donor database
- Coordinate WMG special events, including annual fundraising events and volunteer and donor appreciation event.
 - 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.
 - Seek business sponsors and develop partnerships to support events
- Support regular communications with donors and volunteers
 - Support donor appreciation efforts, including writing thank you notes, thank you gifts, and special recognition and events
 - Create content for WMG's website, e-newsletters, and social media

Job Requirements

- Interest and support of WMG's mission and vision
- 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

- Knowledgeable in environmental issues of the Southwest U.S. and Sonoran Desert
- Experience in event planning or fundraising
- 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
- phone and email contact for 3 references (at least two professional)

Send to:
Lisa Shipek
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