***Job Announcement:***

C:\Users\Caroly\Documents\Rusty Documents - 10-2016\1 - Merrimack River Watershed Council (MRWC)\Photos - Merrimack River Watershed Council\Logos\MRWC - 3.15 MB.tif

**Development Specialist**

**Reports to: Executive Director**

**Compensation: $26K-$31.6K a year (based on 20-24 hours/week (2.5-3 days))**

**Duration: One Year, with potential extension**

### Who We Are:

### The Merrimack River Watershed Council is the environmental advocate for the Merrimack River and its watershed—one of the largest river systems in New England. We draw on education, public policy, science and law to protect and preserve the Merrimack for people and all other living things. Visit us on the web: www.merrimack.org.

### Job Description:

### The part-time Development Specialist will be the lead player in MRWC’s development and fundraising efforts, with particular focus on building unrestricted support. The work will have two major, inter-related aspects:

### Expanding our marketing and outreach campaign, which connects with individuals and businesses within the Merrimack River watershed; developing and planning for creative and innovative fundraising events; assisting with membership coordination, engagement, and thanks; maintaining our membership and communications databases; writing grants; and general office duties.

### Taking the lead in maintaining and updating MRWC’s web site, as well as its social media efforts—via Facebook, Twitter, and Instagram. The successful candidate will be familiar with the use and management of social media, and will be experienced in maintaining a WordPress-based website. The central focus of this aspect of the work will be to support MRWC’s development efforts.

**Salary and Schedule:**

This is a one-year position, with the possibility of renewal dependent on continued funding. It is an exempt position and does not provide benefits, with the exception of holidays and vacation. Workday flexibility may be necessary when grants are due or events scheduled. Extra hours in a given week may be offset within the following four weeks. Limited telecommuting will be possible.

**Skills and Educational Background:**

*Required:*

* Ability to create fundraising strategies tied to our mission and programs
* Experience with fundraising campaigns/membership drives
* Interest in and basic understanding of environmental issues
* Excellent writing and speaking skills
* Well-polished social skills
* Knowledgeable and enthusiastic about social media (Facebook, Twitter, and Instagram)
* Experience managing a WordPress-based website
* Close attention to detail
* Track record as a self-starter
* Competence with the basic Microsoft office programs (Word, Excel, PowerPoint)
* Availability of car and valid driver’s license
* B.A. from an accredited college or university

*Preferred:*

* Development, marketing, or communications experience
* Facility with all or most of the following key software platforms:   
  MS Office, Constant Contact, Photoshop, and Publisher

**Duties:**

* Formulate direct mail, email, web promotion, and fundraising plans
* Coordinate periodic fundraising events
* Identify fundraising and grant opportunities
* Assist Executive Director with grant proposals
* Participate in direct outreach to current and potential corporate supporters,  
  as well as follow-up
* Maintain individual and corporate membership database   
  (Little Green Light), ensuring that it is accurate and up to date
* Maintain and use communications platform (Constant Contact)
* Maintain website (www.merrimack.org)
* Maintain social media presence (Facebook, Twitter, and Instagram)
* Perform general office tasks

**Direct Reports:** None

**Timing:**

* Applications received by September 8, 2017 will be given preference
* Projected starting date range is September 25-October 10, 2017, but will interview until the right candidate is found

***To Apply:***

Mail or email: (i) cover letter; (ii) resume; (iii) brief, relevant writing sample; and (iv) contact information for two professional references to:

MRWC Development Specialist

Merrimack River Watershed Council

60 Island Street, Suite 211-E

Lawrence, MA 01840

or: info@merrimack.org

*No phone calls, please*