

CLEAN WATER ACTION AND CLEAN WATER FUND JOB ANNOUNCEMENT

POSITION: Michigan Development Coordinator **POSTING DATE:** June 17, 2010
LOCATION: East Lansing, MI **CLOSING DATE:** July 1, 2010 or until filled

Clean Water Action and Clean Water Fund seek an experienced, energetic and highly personable Development Coordinator to manage all aspects of fundraising including individual and corporate donations, grant application and administration, workplace fundraising and special events. The position could either be a full or part-time position contingent upon budget and fundraising success. **Clean Water Action** is a national citizens' organization working for clean, safe and affordable water, prevention of health-threatening pollution, creation of environmentally-safe jobs and businesses, and empowerment of people to make democracy work. Clean Water Action has 1 million members nationwide and over 250,000 in Michigan. **Clean Water Fund** provides research, education, organizing, and technical assistance to strengthen grassroots environmental efforts around the country, promoting the public interest on issues related to water, natural resources, health, and a healthy economy. Clean Water Action and Clean Water Fund work together on selected campaigns and programs.

Primary Responsibilities:

Play the lead role in designing and implementing Michigan's fundraising plan including the following:

- Develop strategies and programs to increase both the number of individual large donors and average giving levels and focus on new donor opportunities;
- Manage all aspects of mail and electronic solicitations as well as donor acknowledgments
- Coordinate fundraising events;
- Research, identify and cultivate sources of foundation grants;
- Manage application calendar and process and ensure compliance with all requirements for awarded grants;
- Represent Clean Water Fund at Earthshare meetings and oversee workplace fundraising efforts; and
- Assist with financial and administrative management of Michigan non-canvass fundraising revenue.

Desired Skills:

- Strong ability to organize, plan, work independently and collaboratively, multi-task, and communicate effectively both orally and in writing;
- Excellent interpersonal skills and team orientation critical;
- Must be able to effectively and professionally represent Clean Water Action and Clean Water Fund to all fundraising constituencies;
- Accuracy and attention to detail essential;
- Ability to organize and handle multiple tasks;
- Strong computer skills including Microsoft Office, Excel and Access database programs; desktop publishing experience preferred; and
- Experience working with professional field and phone canvass operations highly desirable.

Qualifications:

- Bachelor's degree or equivalent and a minimum of two years professional development experience;
- Must be willing to travel within Michigan; and
- Availability for evenings and weekends.

Compensation:

- Salary commensurate with experience
- Attractive benefits package available

To Apply:

Email a letter of interest and resume to Cyndi Roper at croper@cleanwater.org with the subject line "Michigan Development Coordinator".