



Blue Water Baltimore Seeks Development Associate

The Development Associate is responsible for helping meet organization-wide goals for cultivating and engaging donors through annual fund activities including appeal campaigns, workplace giving, social media, and events. They will assist in planning and lead execution of smaller fundraising and “friend-raising” events throughout the year, online campaigns such as Giving Tuesday, third-party and peer-to-peer fundraising events and campaigns. They will support the donor stewardship cycle for all donors, including gift entry and acknowledgement, and ensure that donor data is accurate and is entered in the database in a timely manner.

Blue Water Baltimore's mission is to restore the quality of Baltimore's rivers, streams and Harbor to foster a healthy environment, a strong economy, and thriving communities. Blue Water Baltimore is 501(c)(3) nonprofit organization that accomplishes a wide range of work and partners with diverse organizations and community stakeholders to reach its restoration, greening, and advocacy goals.

Our team is small, close-knit, and committed to the wellbeing and happiness of one another. Our workplace is flexible, casual, and fun. As an organization and individually, we are committed to creating an inclusive environment. Read more at www.BlueWaterBaltimore.org.

Responsibilities

Annual Fund Management (50%)

- Manage annual development communication projects including solicitation and stewardship
- Develop and execute plans for solicitation campaigns (e-mail, social media and direct mail)
- Collaborate with marketing and communications staff to create and deploy content and manage audience lists
- Conduct ongoing evaluation of digital communications to ensure that the organization is best utilizing resources and taking advantage of available opportunities
- Collaborate on corporate relationship management activities with Director of Development
- Other tasks in consultation with Director of Development

Donor Relations (30%)

- Lead gift entry for all charitable contributions, including receipt of checks and database maintenance
- Maintain accurate donor records in Salesforce database for both individuals and organizations
- Serve as primary steward for donor acknowledgements
- Support the Director of Development and marketing staff in producing stewardship reports
- Other tasks in consultation with Director of Development

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Fundraising Events (20%)

- With with Director of Development and Institutional Giving Manager, lead planning and execution of fundraising events
- Plan and execute third-party and peer-to-peer fundraising activities including partnering with businesses
- Support the ongoing evaluation of event-based fundraising to ensure that the organization is best utilizing resources and taking advantage of available opportunities
- Support sponsor volunteer events as needed
- Other tasks in consultation with Director of Development

Minimum Qualifications

- Foundational understanding of annual fund/direct response development concepts
- Minimum of two years of successful fundraising experience
- Clear, precise written communication skills for a variety of audiences
- Effective interpersonal communication skills and willingness to provide and receive feedback
- Ability to work effectively and independently within a collaborative team environment
- Experience working with a donor management database, preferably Salesforce
- Ability to work some nights and occasional weekends.
- Proficiency with Google Suite/Microsoft Office, including Word, Excel and PowerPoint or comparable programs

Salary Range

\$40,000 - \$45,000 annually.

Benefits

Blue Water Baltimore offers a comprehensive benefits package that includes paid vacation, personal, holiday, and sick time; health, vision, and dental insurance; and a tax-deferred retirement plan.

How to Apply

- Please complete Blue Water Baltimore's [brief online application](#).
- Please also submit a cover letter and resume to employment@bluewaterbaltimore.org
- Please include "Development Associate" in the subject line.
- Please, no phone calls.

Blue Water Baltimore is an equal opportunity employer, a drug free workplace, and compliant with ADA regulations as applicable.

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