



Watershed Steward Academy Development Coordinator

This contractual position will work closely with the WSA Executive Director and Board of Directors to manage the execution of the WSA Development Plan. The Development Coordinator supports the WSA staff and Board, positioning them to cultivate and solicit major gifts, partnerships and grants from individuals, businesses, organizations and foundations. The Development Coordinator will closely manage the Development Tactical Plan and Calendar, ensuring that all aspects are occurring on schedule. It is the intention of the WSA Board, that this part time contractual position will develop into a full time salaried position in the coming year(s). The Development Coordinator will report directly to the WSA Executive Director, but may work either remotely at a home office or in the WSA office located at the Arlington Echo Outdoor Education Center (975 Indian Landing Road, Millersville, MD)

Below are some examples of the projects and tasks assigned to the Development Coordinator.

Adaptively Manage the Development Plan, Tactical Plan and Calendar: The Watershed Stewards Academy has developed a robust development plan for 2017. The Development Coordinator will work collaboratively with the Executive Director and Board Development Chair to adaptively manage this plan, ensuring execution and attainment of goals and clear communication with staff and Board Members.

Board Task Force Support: The WSA Board is divided into 5 Task Forces which coordinate with Development Committee to execute the Development Plan. Each Task Force has a charter, goals and is led by a Board Member with a staff liaison. The Development Coordinator will provide logistic support to the Task Forces, and monitor progress toward goals. This support may include analysis of giving histories, executing mailings such as the annual appeal, conference sponsorship package, event invitations, and administrative support.

Donor Relations: The Development Coordinator will facilitate a plan to identify, engage, solicit and thank donors. This plan will coordinate closely with the WSA programmatic staff and calendar.

Broadening the Base: The Development Coordinator, in collaboration with Board and Staff will increase the number of individuals engaging with and donating to WSA.

Event Support: The Development Coordinator will work in collaboration with the Board and Staff to execute 2-4 fundraising/donor cultivation events per year, including at least one online donor giving day.

Foundation Support: The Development Coordinator will increase the number of foundations from whom WSA receives support. Grant writing and reporting may be shared with WSA staff.

Database and Administrative Support: The Development Coordinator will manage the fundraising targets within the e-tapestry database and be responsible for analyzing fundraising trends, and tracking and reporting development goals.

Skills:

- Excellent interpersonal skills to effectively interact with Board, Staff and donors.
- Excellent oral and written communication skills, including the ability to clearly articulate the vision and mission of the Watershed Stewards Academy to diverse audiences.
- Proficiency with Microsoft Office Suite including Publisher and PowerPoint, social media platforms, and working database knowledge, preferably experience with E-Tapestry. The ability to learn new software programs as necessary.
- Knowledge of development and fundraising principles.
- High attention to detail.
- Can work under pressure to tight deadline.
- Ability to work independently and efficiently.
- Proven organizational ability balancing and prioritizing multiple tasks.

Compensation: An hourly rate based on experience (\$25-30/hr.) will be paid for an average of 20-30 hours per week. We expect that during certain seasons, more or less time will be expended.

Work Schedule: The work schedule is flexible and telecommuting is possible. Evening and weekend work is necessary, although not regular. Attendance at monthly board meetings (evenings) and other evening/weekend Board functions and fundraising events is mandatory.

Work Location: The Development Coordinator will be a contractual employee of the Watershed Stewards Academy based at Arlington Echo Outdoor Education Center (975 Indian Landing Road, Millersville, MD 21108). A background check and fingerprinting is required prior to employment.

To apply, please send a cover letter and resume to WSA Executive Director, Suzanne Etgen at setgen@aacps.org. Questions may be directed to Suzanne via email or phone (443) 871 0700. This position will be open through February 13, 2017.

About WSA - Visit AAWSA.ORG

Watershed Stewards Academy builds capacity in Anne Arundel County by training Master Watershed Stewards to help their neighbors reduce pollution in our local creeks and rivers. Our hands on certification course gives Stewards the tools to implement change in their communities, turning knowledge into action. Stewards work with their communities to install projects such as rain gardens or conservation landscapes and to reduce pollution at its source. Collectively, these small community based actions are improving the health of the larger Chesapeake Bay watershed.

The Anne Arundel Watershed Stewards Academy (WSA) was created out of a partnership between Arlington Echo Outdoor Education Center and the Anne Arundel County Department of Public Works to build capacity of Anne Arundel County neighborhood residents to reduce pollutants entering local waterways via stormwater. Launched in 2009, WSA supports over 140 Certified Master Watershed Stewards and a *Consortium of Support Professionals* including over 80 governmental, nonprofit and business professionals who provide technical assistance to Master Watershed Stewards by consulting on design and development of watershed restoration projects.

Master Watershed Stewards are a long term peer-to-peer presence in communities, facilitating real change to improve our waterways.

In a single year, Stewards lead their communities to:

- Build over 400,000 square feet of in the ground restoration
- Plant over 8,000 native plants and trees
- Provide outreach and education to almost 10,000 citizens in Anne Arundel County