



**Title:** Foundation & Donor Relationship Specialist

**Organization:** Community Water Center

**Location:** CWC currently has offices in Watsonville, Visalia or Sacramento, CA. The Center believes our mission can be effectively advanced while being flexible in our approach to work style and location. Candidates for this position must be able to work in-person at the Watsonville office at least two days per week and are expected to report in the office more than two days a week if needed based on job responsibilities.

### **About Community Water Center**

Community Water Center is an environmental justice nonprofit that works alongside under-resourced communities of color to secure universal access to safe and affordable drinking water in California. We believe access to safe and affordable drinking water is a basic human right, not a privilege. CWC seeks to build an enduring movement for water justice that is powered by community activists by serving as a catalyst for community-driven water solutions through organizing, education, and advocacy.

CWC employs three primary strategies to accomplish our goals:

- Educate, organize, and provide capacity building support to low-income communities and communities of color in the Central Coast and San Joaquin Valley who are facing local water challenges.
- Advocate for systemic change to address the root causes of unsafe drinking water by advancing community-driven legislative, regulatory and policy changes and by lifting up community voices in the media.
- Serve as a resource for information and center of expertise on drinking water challenges for under-resourced communities, decision-makers and the general public.

Since opening our doors in 2006, CWC has worked with local residents from dozens of California communities to improve access to safe, clean, and affordable water. Over the years CWC has trained community residents as clean water advocates and provided technical and legal assistance to numerous local water boards and community-based organizations struggling with how to manage efficient and accountable water systems in their communities. Our work, in partnership with ally organizations, has helped pass the nation's first Human Right to Water Law, secure more than \$2 billion in funding for drinking water needs in low-income communities and, advanced multiple groundbreaking legislative and regulatory policies that help advance the cause of water justice, raise the visibility of California's unjust drinking water

reality in the media, and most importantly, empower community members to advocate for change.

CWC's team is passionate, dynamic, and believes in the cause of water justice and making real change that is driven directly by impacted communities themselves. Our organizing and advocacy work, community collaborations, and organizational culture all reflect a concern for equity, mutual respect, appreciation for diversity, and environmental and social justice. As CWC continues to grow, we are looking for candidates who share our values, bring a passion for our mission, and seek to contribute to achieving our mission and for making change in our society. CWC actively supports the growth and expansion of skills by providing each staff member a professional development budget, integrating growth goals into work plans and encouraging mentorship internally.

CWC is headquartered in Visalia, California, with offices in Watsonville and Sacramento.

### **Position Description**

The Foundation & Donor Relationship Specialist will have the opportunity to use valuable fundraising and relationship building skills to support a successful and effective non-profit organization focused on access to clean water. Key projects include grant writing and reporting, donor cultivation and appreciation, planning and managing events, using data and metrics to gauge effectiveness, and building relationships with philanthropic partners. This position will require occasional travel (when it is safe and allowed) and ability to occasionally work evenings and weekends to accommodate fundraising activities, such as events, funder tours and funder deadlines. This position reports to the Director of Strategic Partnerships and will work with other CWC personnel, independent contractors, allies and vendors. This is a regular, exempt, full-time, salary position.

### **Major Responsibilities**

The Foundation & Donor Relationship Specialist will be a key member of CWC's organizational development team.

The ideal candidate:

- Enjoys connecting with other people and possesses a genuine curiosity and interest in learning about others
- Asks questions that encourage others to share more about themselves and what motivates them and/or their institution to take action
- Reviews and summarizes information quickly and critically
- Speaks with conviction and passion
- Prioritizes timely follow-up, clear next steps and takes excellent notes
- Negotiates and finds common ground
- Is a proactive problem solver
- Is an advocate for the Center and our mission in all interactions
- Is aware of how differences in class, race, privilege and lived experience shape how individuals and institutions think, act and give
- Is comfortable talking about and asking for money

Duties include:

- Individual Donors

- o Managing the development and day-to-day operations of CWC's individual donor program including learning more about donor motivation, developing and implementing donor communication and appreciation strategies, setting up and attending donor meetings and tracking donor interactions, tracking the organization's key giving metrics
- o Supporting the growth of CWC's existing Monthly Donor Program
- o Supporting social fundraising campaigns hosted by CWC donors and supporters who engage their networks to donate
- Foundation and Government Funders
  - o Assisting with grant writing and reporting with a critical focus on impact, clarity and audience
  - o Managing CWC's grants calendar including grant outcomes and reporting deadlines
  - o Managing and updating CWC's metrics database quarterly in coordination with CWC staff
  - o Scheduling and helping prepare for funder meetings, funder tours, and other funder interactions
  - o Reviewing and analyzing data and metrics to ensure we are on track to meeting grant and contract deliverables at least quarterly
  - o Prospecting additional funding sources
- Events
  - o Managing CWC's two annual fundraising events by seeking sponsorships, managing logistics, coordinating with speakers, coordinating staff roles, and follow-up including thank yous and securing sponsorship pledges
- Communicating CWC's impact in a compelling way to a variety of audiences including donors, funders, staff, board members and other visitors to CWC's website
- Along with other staff, assist with day-to-day administrative coordination, including checking mail, answering phones, getting supplies, setting up equipment, maintaining office organization, etc

### **General Duties**

- Foster an environment that promotes trust and cooperation amongst CWC staff, community members, and affiliate organizations.
- Actively participate in program strategy and staff meetings.
- Other duties as assigned by the Director of Strategic Partnerships and Executive Director.

*Note: Nothing in this job description restricts management's right to assign or reassign duties and responsibilities to this job at any time.*

### **Required Qualifications**

- 2+ years experience in fundraising or other relevant experience
- Ability to communicate effectively with people from diverse socioeconomic, professional and cultural backgrounds
- Excellent oral and interpersonal communication skills
- Excellent professional writing skills with the ability to tailor written products in varying lengths and subjects based on the target audience
- Detail oriented and thorough

- Ability to prioritize most pressing work and rearrange priorities as needed
- Ability to manage your own time effectively and track progress on projects
- Proficient in Microsoft and Google Office Suites
- Ability to work in a collaborative environment and effectively cooperate with other team members
- Ability to accept praise and critical feedback – the ideal candidate would value self-improvement and seek evaluation
- Have or be willing to receive COVID-19 vaccination

### **Preferred Qualifications**

- Bachelor's degree in communications, public relations, marketing, sales or any other relevant focus that centers effective communication, relationship building, systems change and project management
- Strong passion for and commitment to social and environmental justice
- Experience working with low-income communities and/or communities of color
- Experience working in the Central Valley and/or Salinas Valley
- Familiarity with key environmental justice issues in California
- Graphic design skills
- Web design skills
- Video editing skills
- Photo editing skills
- Data management, analysis and visualization skills
- Experience using Excel spreadsheets including exporting, importing and analyzing data

**Starting date:** OPEN UNTIL FILLED

**Salary:** Starting at \$65,000; based on experience and qualifications.

**Benefits:** We offer a comprehensive compensation and benefits package which includes: medical, dental, vision and life insurance; retirement program contributions, generous vacation, family and sick leave and holiday policies; flexible work schedule; professional development opportunities and more.

**To apply:** Email your resume and cover letter to Christina Marquez at [christina.marquez@communitywatercenter.org](mailto:christina.marquez@communitywatercenter.org) and note Foundation & Donor Relationship Specialist position - [your name] in the subject line.

Community Water Center is committed to providing equal opportunity to qualified job applicants and employees and does not discriminate on the basis of race, religious creed, color, national origin, ancestry, physical disability (including pregnancy), mental disability, medical condition, marital status, sex, age, gender, sexual orientation, citizenship, military service status or any other characteristic protected by applicable federal, state or local law.

To learn more about the Community Water Center and our programs, visit our website at [www.communitywatercenter.org](http://www.communitywatercenter.org)