Job Announcement

Job Title: Individual Giving Officer

Waterkeeper Alliance, an international environmental organization, seeks a dynamic, goal-oriented professional to help strengthen and amplify the voice of Waterkeeper Alliance and the Waterkeeper movement through outreach to and solicitation of individual donors and prospects.

Location: New York, NY, with some travel required.

Organizational Overview: Waterkeeper Alliance is a global environmental movement uniting more than 350 Waterkeeper groups around the world and focusing citizen action on the issues that affect our waterways, from pollution to the climate emergency. Waterkeeper groups patrol over 2.75 million square miles of rivers, streams, and coastlines in the Americas, Europe, Australia, Asia, and Africa. For more information, please visit our website at waterkeeper.org.

Position Summary: Reporting to the Development Director, the Individual Giving Officer is a self-motivated, confident, and experienced fundraiser with demonstrated success identifying, cultivating, soliciting, and closing individual gifts as well as a proven track record of donor retention. The successful candidate will lead the direct mail and annual fund program, and work hand-in-hand with the Development Director to develop a robust mid-level and major gifts program. This position is a great fit for someone who is independent, analytical and organized, a strong communicator, knowledgeable about direct marketing, an excellent writer, and passionate about amplifying a grassroots movement dedicated to keeping waterways healthy, thriving, and free of plastics, petrochemicals, and other pollutants to protect people and ecosystems around the world.

Primary Responsibilities:

● Manage and grow Waterkeeper Alliance individual giving program, setting ambitious goals, then creating and executing strategy to attain them. Work with Development Director and Database Manager to develop, track, and report on fundraising plans and metrics; manage budgets, and proactively forecast shifts in revenue expectations.

● Oversee all activities related to donor direct response, including management of multiple vendor relationships. Steward the approvals process to ensure deadlines are met. Work with communications team, including the digital marketing team and staff writer, to integrate messaging and donor information from gifts received through donor direct response, online donations, and advocacy petition sign-ups. Ensure that bequests are tracked and properly stewarded.

● Work alongside the Development Director to create a portfolio of mid-level and major gifts donors and prospects. Develop a working knowledge of the current donor base and assist in creating strategies to support and cultivate relationships with past, current and future supporters. Research current donors and promising leads. When possible, meet, qualify, and solicit current and potential mid-level and major donors.

● Work with volunteer leadership, particularly the Trustees and Leadership Circle, to identify, cultivate, and solicit leads within their network. Create opportunities for volunteer leaders to assist in donor cultivation and stewardship activities. Draft correspondence, board reports, and committee meeting minutes, as needed.
● In coordination with the communications department, draft individual donor correspondence including but not limited to newsletters, appeals, briefing memos, proposals, and reports, as well as formal and informal thank you letters and scripts for thank you calls. Evaluate and streamline acknowledgement/tax receipt process, ensuring compliance with IRS regulations and donor stewardship best practices.
● Enter and maintain up-to-date donor records, including coding, strategy, and interactions/moves, in Salesforce. Integrate deadlines into project management software, Monday.com. Assist staff leadership with data entry, as needed. Manage individual giving hard copy and electronic files in accordance with organization's record retention policy. Organize and maintain event, direct mail, and other distribution lists.
● Work with Office Administrator to enter gifts sent directly to Waterkeeper Alliance into the database with appropriate coding. Update demographic information in donor records, and take action on each piece of returned mail. Partner with Finance to manage check, credit card, stock, online donation and other gift processes.
● Support and staff Waterkeeper Alliance events, as needed.
● Engage in other duties assigned by the Development Director.

Minimum Qualifications
● At least 7 years full-time experience in fundraising, sales, communications and marketing, or a related field;
● A bachelor's degree, or equivalent work experience;
● Excellent research, writing, and organizational skills;
● Strong follow through; high-level analytical, problem-solving, and presentation skills;
● An entrepreneurial spirit with a self-motivated “roll up your sleeves” mentality;
● Highly collaborative, communicative, and transparent, with the ability to build strong and effective internal and external relationships
● Sincere commitment to Justice, Equity, Diversity, and Inclusion (JEDI) within an organization, across initiatives, and through navigating complex interpersonal and donor relationships;
● Ability to manage multiple projects as priorities change, with an exceptional eye for detail and accuracy;
● Demonstrated success in meeting all deadlines and performance goals;
● Experience with Salesforce or similar fundraising databases;
● Passion for Waterkeeper Alliance’s mission; and
● A positive attitude and sense of humor.

Job type: Full Time

Culture & Benefits: Our staff and Waterkeepers are the heart of our mission, and we are committed to pursuing the principles of Justice, Equity, Diversity, and Inclusion (JEDI) as we move forward to a more equal and just future as an organization. We aim to create and sustain a workforce that reflects the hundreds of global communities we strive to protect in our fight for clean water, and welcome applicants from diverse backgrounds to apply to join our team!

We offer a competitive industry salary, excellent benefits including 15 vacation days, sick time, paid parental leave (after required period of employment), work from home opportunities, and a healthy work-life balance to all members of our team.
Start Date: ASAP. This position will remain open until filled.

Applications: Send resume, and cover letter to careers@waterkeeper.org with subject line “Individual Giving Officer” No phone calls, please.

Waterkeeper Alliance is dedicated to fostering a diverse and inclusive work environment and is an Equal Opportunity/Affirmative Action employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, disability, or protected veteran status.

In compliance with federal law, all persons hired will be required to verify identity and eligibility to work in the United States and to complete the required employment eligibility verification document form upon hire.

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