



CHATTAHOOCHEE RIVERKEEPER®

Headwaters Development Specialist Job Description

Chattahoochee Riverkeeper (CRK) is a nonprofit environmental advocacy and education organization with 10,000 members and offices in Metro Atlanta, Gainesville and LaGrange, which works to protect the Chattahoochee River, its watershed, lakes and tributaries through education, monitoring, advocacy, outreach, communications and legal actions.

The Headwaters Development Specialist will work primarily in the Headwaters region of the Chattahoochee watershed north of Buford Dam, with approximately 2-3 days per week in an office on the Gainesville square and the option to work remotely on other days. Supervised by the Development Director in Atlanta, the position will work closely with a team of development professionals and occasionally assist with CRK's program work. The Headwaters Development Specialist will be responsible for managing the region's outreach and fundraising initiatives with a goal to raise \$165,000+ annually.

Primary Duties:

Outreach

- Represent CRK in the Headwaters region at various community events (frequently scheduled during nights and weekends, often 2-3 times per month)
- Organize and lead CRK outings (cleanups, hikes, paddle trips, boat outings, approximately 1 per month)
- Recruit and manage volunteers and interns to assist with outreach efforts

Fundraising

- Manage the Headwaters region's annual budget with a revenue goal of \$165,000+
- Seek and write grants to support the region's programs
- Cultivate membership and participate in donor stewardship
- Actively fundraise for the region including asks to major individual donors, foundations, government entities, and corporations
- Use Raiser's Edge database to manage regional membership retention and cultivation efforts

Event Management

- Manage one major fundraising event per year with a gross revenue goal of \$25,000+
- Solicit sponsors and exhibitors
- Coordinate all logistical aspects of the event including volunteers, vendors, contracts, and run of show

Keeping watch over our waters since 1994.

Gainesville | Atlanta | LaGrange
www.chattahoochee.org

Other

- Help produce engaging content for social media, bi-annual newsletter, and monthly eblast
- Assist with the region's program work including occasional assistance with water quality sampling and testing
- General office upkeep

Education and Experience:

- Bachelor's degree required
- Minimum 3 years of experience in outreach and fundraising in the nonprofit sector preferred

Necessary Skills:

- Strong written and oral communication skills
- Self-starter with the ability to work independently with the assistance of a remote team
- Ability to multi-task and manage deadlines
- Strong public speaking skills
- Interest in conservation or outdoor recreation is preferred

Travel Requirements:

- Travel throughout the Headwaters region on a regular basis as needed
- Required travel to Atlanta at least 4 times per year
- A CRK vehicle is available for work-related travel

Salary range: \$50,000 - \$55,000 dependent on nonprofit experience

Benefits: Medical, dental, and vision insurance, paid time off starting at 22 days plus 13 observed paid holidays, 403(b) plan with up to 3% match, and more

To apply, please email a cover letter and resume to Kyndall Thiessen, Development Director, at kthiessen@chattahoochee.org with the subject line "Headwaters Development Specialist."

Chattahoochee Riverkeeper is an equal opportunity employer and considers candidates for employment without regard to race, color, creed, national origin, religion, age, gender, marital status, or sexual orientation.