

Eno River Association Development Officer

Full time 40 hours per week

Reports to Executive Director

Benefits include health, dental and life insurance; 403(b) retirement plan

Salary commensurate with qualifications and experience

About the Eno River Association

The Eno River Association is a non-profit organization founded in 1966 to protect the natural, cultural and historic resources of the Eno River. Our primary focus is the preservation and protection of land within the Eno watershed. We strengthen this work through education and outreach programs and environmental advocacy. The Association holds events throughout the year to raise funds and build awareness of our work, including the 3-day Festival for the Eno over July 4th weekend. The Eno River Association has an active Board of Directors, hundreds of members and volunteers, and a staff of seven. Our office is located in Durham, NC.

Responsibilities:

- Work with the Executive Director, Resource Development Committee and Board of Directors to assess the overall potential for the Association's fundraising programs.
- Plan and implement comprehensive fundraising programs, identifying and engaging individuals, foundations, and corporations in active and systematic giving programs which build long-term support for the Association, including, but not limited to the following:
 - Develop, implement and manage an annual major donor membership "society" and giving campaign, including planning and coordinating special fundraising events and donor society appreciation events.
 - Work with the Board of Directors, Executive Director, and Resource Development Committee to cultivate current members and donors, and to identify, research, and cultivate donor prospects, placing emphasis on building strong relationships.
 - Work with the Board of Directors, Festival Coordinator and Executive Director to identify and cultivate current and potential Festival sponsors; develop and manage an annual Festival sponsorship campaign.
 - Coordinate direct mail campaigns, including end-of-year annual appeal and Festival appeal.
 - Work with the Membership Committee and Outreach Coordinator to oversee enhancement of membership programs, including membership recruitment, membership renewal, and membership upgrading.
 - Develop and implement a program for soliciting funding from private foundations.
 - Develop and implement a planned giving program.
 - Work with the Resource Development Committee and Executive Director to educate the Board about opportunities for participation in the fundraising process.

Qualifications and Experience:

- Minimum of five years professional fundraising experience with proven success in major gifts from individuals, foundations, and corporations.
- Experience in running a successful broad-based membership program.
- Experience in managing a planned giving program.

- Self confident and collaborative working style
- Superior verbal and written communication skills.
- Experience in formulating long-range and annual plans and executing them successfully.
- Strong organizational skills, attention to detail, and familiarity with annual planning and budgeting.
- Experience with membership and donor tracking software.
- Bachelor's degree.
- Belief in the mission of the Eno River Association.

To Apply:

Please submit cover letter, resume and two references by email to resume@enoriver.org, or by regular mail to:

Robin Jacobs

Eno River Association

4404 Guess Road

Durham, NC 27712

The Eno River Association is an equal opportunity employer and does not discriminate because of race, creed, color, national origin, sex, age, disability, sexual orientation, or marital status. For more information about the Eno River Association please visit our website at www.enoriver.org.