**OPEN POSITION: FUNDRAISING SPECIALIST**

Friends of the Verde River seeks a full-time Fundraising Specialist to join our team and help us make a greater impact as we work for a healthy, flowing Verde River system. Reporting to the Stewardship Director, this person must have a demonstrated background in fundraising techniques and technology, and a strong commitment to our mission and vision. If you’re interested in doing well while doing good, don't hesitate to apply.

**Key Responsibilities**

Database Management

* Process and record contributions in our constituent management system, Bloomerang, and our finance system
* Maintain the donor/constituent database, performing daily maintenance and enhancement of all donors and constituent records, using the Bloomerang platform
* Create funds, campaigns, and appeals in line with the organization’s structure and the finance coding system
* Manage and produce gift reports, action reports, prospect reports, and mailing lists
* Generate acknowledgement emails and letters
* Maintain the accuracy of biographical information by performing periodic auditing and cleanup of data
* Keep track of Sycamore Society members

Fundraising Support

* Assist in the planning and logistics of fundraising events
* Working with the events manager, conduct outreach to corporate, foundation, and businesses to obtain sponsorships
* Support communication and marketing activities to achieve our goals.
* Research prospective donors (individuals, businesses, foundation)
* Working with the registrar, coordinate raffles and silent auctions
* Support Arizona Gives Day and Giving Tuesday
* Support campaigns, including the year end campaign
* Assist with donor acquisition

**Qualifications**

* Bachelor’s degree
* Minimum of one year of experience working in database management, project organization, or fundraising.
* Experience with donor databases and CRMs is a plus
* Strong computer skills, with familiarity in using Microsoft Office suite applications, Google apps, and experience in the fundamentals of using electronic mail and the Internet.
* This job may involve local and regional travel and you must have reliable transportation; if you have a car, you must have a valid driver’s license and proof of auto insurance
* You must be able to demonstrate the right to work in the U.S., subject to E-Verify Employment Verification.

**Performance Standards**

* Resourcefulness and ability to troubleshoot and fix issues
* Attention to detail and a high standard for accuracy and quality
* Willingness to learn and adapt to new software
* Passion for delivering good customer experience
* Ability to be accountable, complete tasks, and meet deadlines
* Excellent writing and communication skills

**About Us**

The Verde River is one of the last remaining healthy, perennially flowing rivers left in Arizona. The Verde River system, including its connected streams, creeks, and groundwater resources, supports the economies of rural Verde Valley communities and businesses both as a vital water supply and as a driver of tourism and recreation. Friends of the Verde River is a nonprofit conservation organization that has been working collaboratively for the past decade to restore and sustain river flows and habitat, while building community connections to the Verde River and its tributaries.

*Friends of the Verde River operates in a hybrid work environment; people may work out of their home office but are expected to come into the office as needed. Most employees work out of their home. This is not a remote work job. Our office is in Cottonwood, Arizona.*

Compensation includes a competitive salary commensurate with experience, in the range of $20 - $25 per hour, plus an excellent package of benefits.

Applications will be accepted until the position is filled. Please send application materials in one file (*cover letter, resume,* ***and*** *a minimum of two professional references*) to [jobs@verderiver.org](mailto:jobs@verderiver.org).