

Development Administrator Job Description

Little River Wetlands Project (LRWP) is a non-profit organization focused on wetland protection, restoration, and education in the Little River watershed in Northeast Indiana. LRWP manages over 1,300 acres of restored and natural wetlands in areas once known as the Great Marsh. LRWP serves our region with free wetland education opportunities that served over 10,000 participants in 2023. We have a dedicated team of staff, donors, and volunteers engaged in wetland stewardship and education.

Job Description – Development Administrator:

The Development Administrator, under general guidance and in collaboration with the Executive Director (ED), supports the ED in fundraising and marketing to ensure the flow of funds that permits LRWP to achieve its mission.

Responsibilities:

- Coordinate fundraising activities
 - Obtain sponsors and cultivate relations with donors
 - Enter donations in donor management software
 - Prepare checks for deposit
 - Assist with budget preparation
 - Create and send membership appeals
 - Prepare and send thank you letters
- Plan events and campaigns in support of our strategic development plan.
 - Manage our annual fundraising event (Frogapalooza)
 - Manage our large public events (Monarch Festival)
 - Coordinate events with our science and research partners
 - Organize and register to participate in public events to promote LRWP
 - Recruit and coordinate volunteer work days from area businesses
- Manage LRWP's social media presence, website content, newsletters, and media
 - LRWP website (Wix)
 - Create and send quarterly e-newsletter
 - List programs and events on social media
- Speak publicly to promote LRWP
- Maintain email addresses (Mailchimp)
- Market and promote LRWP merchandise (Square on-line)
- Perform other duties and marketing related activities as requested by the ED.

Qualifications:

- Minimum of three (3) years of related experience in fundraising campaigns and events, donor relations and communications
- Related degree in Communications, Business, Public Relations desirable
- Prior non-profit experience is desirable
- Excellent oral and written communication skills
- Must be organized and able to manage multiple projects with competing deadlines/priorities
- Self-directed, mission driven attitude supplemented with integrity and passion
- Proclivity to be a spokesperson, fundraiser and relationship builder committed to our mission
- Willingness to work with a wide range of individuals with different backgrounds
- Experience managing event budgets, measuring outcomes, and reporting
- Previous experience with social media platforms, Wix (or other website design programs), Canva (or other graphics programs), Zoom, and Microsoft is preferred or the commitment and ability to quickly learn
- Ability to work flexible hours, including weekends when necessary
- Personal cell phone available for business use (stipend provided)
- Personal vehicle, driver's license & insurance
- Must be able to hike, walk on uneven ground, and lift up to 25 pounds on occasion

Please submit a cover letter, resume and references to info@lrwp.org

Resumes will be accepted until the position is filled.