

**TITLE: Development & Communications Specialist**

**JOB TYPE:** Part-time (20 hours / week), year-round, hourly, at-will

**WORK LOCATION:** Woodbury, CT and surrounding towns

**REPORTS TO:** Executive Director; coordinates with other staff as needed



**POSITION OVERVIEW**

The Development & Communications Specialist (DCS) will lead the implementation and expansion of an effective fundraising and donor relations program to ensure PRWC remains financially strong, well-connected, and rooted in community. In cooperation with the Executive Director (ED) and Development Committee, the DCS will set fundraising goals and develop plans to achieve them. Growth and diversification of PRWC's donor base and fundraising strategies – including a “Fund for the Future” campaign – will be important.

**DUTIES AND RESPONSIBILITIES**

The DCS is a highly interactive position that works cooperatively with staff and volunteers on many different fundraising initiatives within PRWC that vary seasonally throughout the year. The DCS will work closely with the ED and fellow staff to develop timelines and content. The DCS duties and responsibilities include:

- Lead PRWC's communications strategy to promote PRWC's mission and attract new partners, community members, and donors. This may include but is not limited to planning and implementing face-to-face presentations and discussions, media relations, special events, producing social media, website, and newsletter content along with brochures, annual reports, and other marketing materials.
- Develop and implement an individual donor program that includes a major gifts program, annual fund strategy, planned giving program, “Fund for the Future” campaign, and an overall strategy to form and maintain strong relationships with donors.
- Seek and obtain sponsorships, and develop/administer a corporate giving program.
- Research and identify potential grant funding sources and work with fellow staff to prepare grant applications including project budgets and case statements.
- Plan and execute fundraising events and campaigns.
- Manage and grow PRWC's donor database.
- Manage constituent lists and list segments to optimize communications.
- Generate donor solicitation letters, thank you letters, and reports.
- Interact with volunteers, donors, collaborative partners, vendors, and visitors.

**QUALIFICATIONS, EXPERIENCE AND SKILLS**

The DCS must be a self-starter who can determine what needs to be done and do it with minimal oversight. The DCS must also be able represent PRWC in a clear and professional manner, work in a team, engage authentically with all manner of people, and care deeply about environmental conservation. A successful candidate should also demonstrate the following qualifications, experience, and skills:

- At least three years of experience (five preferred) in fundraising, communications, or nonprofit management, preferably in a conservation context.
- Proven track record in fundraising.
- A four-year degree or equivalent training in a related field.

- Ability to identify common goals and lead groups toward achievement of common goals.
- Exceptional formal and informal communication skills, including the ability to tailor communications to a variety of audiences while retaining one's own authentic style.
- Exceptional writing skills with the ability to write both technical grant applications and fun, engaging social media posts.
- Proficiency with standard computer applications including but not limited to Windows, Microsoft Office suite, QuickBooks, donor management systems (experience with Keela a plus), website builders, mass email communications platforms, Canva and other graphic design tools.

### **COMPENSATION**

This is a part-time, year-round, hourly position at 20 hours per week. Wages start at \$28.00/hr to \$30.00/hr based on experience. Schedule is negotiable however in-office work during regular business hours is preferred, occasional evenings and weekends are necessary (approximately twice a month). Occasional remote work may be considered after probationary period. Benefits include paid holidays, paid sick days, and up to a 3% matching contribution to a qualifying SIMPLE IRA per calendar year. After six months of employment, 10 days of paid vacation are allotted and increase over time employed.

### **TO APPLY**

Please submit a single PDF document that includes a cover letter, resume, and a sample of your work (no more than 2 pages) to Carol Haskins at [chaskins@pomperaug.org](mailto:chaskins@pomperaug.org) with subject line: "Application for Development & Communications Specialist". First consideration will be given to applicants that apply before September 15, 2025. Applications accepted until the position is filled.

### **ABOUT POMPERAUG RIVER WATERSHED COALITION**

PRWC was founded in 1999 by conservation-minded citizens in response to increasing threats to local water resources. Since then, PRWC has evolved into a nationally recognized model for scientific investigation, municipal assistance, stakeholder collaboration, community education, and volunteer engagement. Today, PRWC's mission is to promote the use of science and education to ensure plentiful high-quality water in the Pomperaug Watershed communities. We share our knowledge and expertise with others committed to the protection of water resources for future generations.

PRWC is a 501(c)3 not-for-profit organization staffed by 2 full-time and 2 part-time employees and governed by a volunteer Board of Directors. Further support is provided by an Advisory Council, community volunteers, and seasonally hired interns.

To learn more about PRWC and its programs, initiatives, and team members, visit [www.pomperaug.org](http://www.pomperaug.org).

*The Pomperaug River Watershed Coalition is an equal opportunity employer  
and welcomes a diverse pool of candidates in this search.*