



STILLWATERS ENVIRONMENTAL CENTER

26059 Barber Cut Off Road NE
Kingston WA 98346
360-297-1226

Stillwaters' mission is to advance scientific research, education, and restoration on Puget Sound lowland streams and estuaries.

We believe that natural communities must be preserved, restored, and connected to protect biological diversity which is essential for the quality of human life.

We value and foster diverse perspectives and partnerships, a passion for the natural world, and the shared mutual respect of our supporters, our board, talented staff, and dedicated volunteers.

**JOB DESCRIPTION – Fund Raiser
Position Available**

Start Date: As soon as available and agreeable

How to Apply: Send the following to naomi@stillwatersenvironmentalcenter.org

- Resume
- Cover Letter
- Any other pertinent information you choose

Deadline for Applications: January 7, 2019

Location of position: at Stillwaters in Kingston, WA

Remuneration:

- \$16-20/hr depending on experience
- 2 weeks paid vacation

Position Overview

This is a 20 to 40 hour/week position, to be determined in conjunction with the applicant. The weekly schedule can be adjusted to suit the employee's needs, but it will be arranged with the Administrative Director.

The primary responsibility of the Fund Raiser is to assist the Directors and the Organization by coordinating a range of the organization's fund raising programs. Besides typical fund raising activity, this includes planning and aiding in special events. The goal is to make the organization sustainable financially for general operations and work toward hiring of Executive Director and a capital campaign.

The Fund Raiser must work with or without supervision, be flexible, work in a team setting with volunteers and other staff, make independent decisions as needed, take direction well, and maintain a high level of confidentiality.

Primary Duties and Responsibilities:*Fund Raising Programs & Communications*

- Individual Donor development and retention activity
- Community networking – attend community groups, represent Stillwaters at times
- Coordinate Events (Dinner, potlucks – with other staff & Events Committee)
- Create and coordinate funding appeal letter mailings (with other staff)
- Create and coordinate online outreach (e.g. Facebook, etc., with Admin Secretary)
- Coordinate various fund raising programs (e.g. Membership, Sponsors, Great Give, Giving Tuesday, others deemed useful)
- Develop use of Mailing lists and databases for funding appeals
- Track donors and create annual reports
- Coordinate our volunteers to do outreach events in community (tabling opportunities)
- Produce and send thank you letters (with Admin Secretary)
- Help in creating flyers and brochures (with other staff)
- Additional duties assigned as needed

Qualities Needed:

- Outstanding work ethic
- Organizational skills
- Strong written and verbal communication skills
- Flexibility
- Ability to prioritize tasks and work independently
- Attention to detail
- Initiative – a self-starter
- Ability to accurately meet deadlines
- Passionate love of nature and a desire to improve the environment

Experience Required:

- Fund Raising Coordination
- Work with Non-Profit organizations, as volunteer or professionally
- Microsoft Office Suite: Publisher, Word, Excel, PowerPoint, Outlook – Intermediate level
- Intermediate Social Media experience (Facebook, Twitter, others)
- Event planning
- Volunteer supervision and scheduling

Experience Preferred:

- Data base/mail list management program
- Website editing in Weebly
- Publicity in print, online, and other media
- Bulk mailing supervision
- Environmental knowledge

Customary Physical Demands (can be negotiated)

- Sit at a desk 3 hours at a time
- Ability to lift and move up to 25 pounds