

**Tinker's Creek Watershed Partners
Administrative & Fundraising Coordinator
Job Description**

Reports to: Senior Project Manager

Full time

Starting Salary \$35,000

Job Summary: The TCWP Administrative & Fundraising Coordinator implements the Tinker's Creek Watershed Administrative and Fundraising functions.

Responsibilities

- Research and secure foundation grants
- Develop, prepare, write, and submit grants, proposals, applications, and reporting on collaboration with other staff
- Develop and maintain a base of donors and members
- Assist with social media including Facebook and Twitter. Regularly post updates regarding registration for workshops and monthly newsletters
- Create a Salesforce database of members and volunteers
- Assist in planning for the annual Ohio Stormwater Conference
- Oversee event planning for traditional fundraising events and develop new events
- Solicit sponsorship for monetary and in-kind support
- Direct event timelines and associated staff and volunteer activities to insure all elements of the event are delivered on time and in quality fashion
- Assist in the production of event materials (letters, invitations, posters, flyers, etc.).
- Track revenue, expenses, and budgeted forecast for all events
- Organize and complete event mailers
- Manage all event venue(s) and vendor relationships
- Manage volunteer event planning committees
- Orchestrate and execute event marketing and outreach
- Oversee fundraising activities, regarding events, workshops and other areas of fund raising to benefit TCWP
- Assess current educational programming, events, and fundraising activities and provide recommendations to other staff
- Assist with administrative tasks
- Update and execute MOUs with municipal members each year
- Collaborate with other staff to accomplish goals
- Maintain financial records in accordance with state and federal law
- All other duties as assigned.

Requirements

- Communication skills
- Attention to detail

- Ability to collaborate
- Ability to work independently
- Strong computer skills
- Excellent interpersonal skills
- Ability to work with diverse stakeholders
- Organizational skills
- Time management/efficiency skills
- Goal oriented
- Detail oriented
- Ability to prioritize
- Must be willing to work indoors and outdoors in all seasons, traverse by foot across rough terrain. Ability to present offsite in the region
- Capable of doing minor work including tree planting and stream clean-ups
- Ability to present offsite programs in the region
- Must be willing to work in a team atmosphere
- Must be willing to work evenings and weekends – as needed

Education: Bachelor's degree required

Experience: Two years related experience and/or training, in event planning, marketing, and donor relations

Tinker's Creek Watershed Partners (TCWP) is a non-profit, 501(c)(3) watershed organization officially established in 2006. Our mission is to protect and restore water quality and habitats of the Tinker's Creek watershed through community partnerships. The Tinker's Creek watershed drains 96.4 square miles and is the largest tributary to the Cuyahoga River. The watershed area spans 24 communities in Cuyahoga, Summit, Portage and Geauga counties.

Benefits:

Health Care

Vacation

Sick Time

Holidays

Parental Leave

Retirement IRA