



JOB DESCRIPTION

Title: Development Coordinator: Events & Member Specialist

Department: Development

Status: Exempt, Part-time Seasonal, up to 20 hours/week

Reports to: Executive Director/ Development Director

Work location: FOTR headquarters in Plymouth, MI, some virtual work after 6 months

Salary Schedule: \$24 per hour

Friends of the Rouge (FOTR), founded in 1986, is a nonprofit organization dedicated to restoration and stewardship of the Rouge River ecosystem through education, citizen involvement and other collaborative efforts. The Rouge River is one of the nation's most polluted waterways and is located in the Metropolitan Detroit area of southeastern Michigan. The Rouge has been the focus of intensive federal, state and local restoration efforts.

**See the end of this job description for our Mission, Vision and Core Values that drive the core of our work.*

Position Background

This position serves as fundraising support and is a member of the Development team. Under the direction of the Development Director, this person will coordinate organization-wide and development specific events including but not limited to: the annual fundraiser, the annual major donor event, and the “Celebrate with Friends” annual meeting and appreciation. Additionally, this role will support donor retention through the creation and coordination of donor touchpoints to targeted donor segments including, but not limited to: monthly donors (BEST Friends), new members, 10+ year members, lapsed members, the Board, and the Stonefly Society. In addition, this position will support database management and Board coordination.

You'll be successful in this position if you have a keen eye for detail, enjoy event planning, are able to work as part of a team to meet deadlines and troubleshoot the unexpected, are able to verbally communicate with strangers in a direct and kind manner, enjoy creating print and digital collateral, and enjoy supporting administrative systems to further overarching goals. You should have the ability and desire to facilitate collaborative approaches to fundraising and donor management. If you geek-out on growing new approaches to improve donor stewardship and love to meet the mission of a better Rouge River, this position may be for you.

DEIJ Statement

Friends of the Rouge recognizes that to accomplish our mission, we must seek meaningful participation from everyone in our watershed. We create the best solutions for our environment when we have diverse perspectives.

Many of our communities are continuing to experience pollution caused by our region's history of discrimination against – and disinvestment from – communities of color, recent immigrants, and

lower-income areas. We know that we cannot restore, protect, and enhance the Rouge River without social and environmental justice. Because of this, we prioritize community in our work and are committed to removing barriers and centering equity in access. Access – to us – means education, recreation, green spaces, clean water, and decision-making power. We are dedicated to asking questions and supporting the autonomy of our many communities, letting their expertise lead the way.

It is a privilege for us to be entrusted with this work.

Job Duties & Responsibilities

Events (50%)

- Co-design events with the Development team and Executive Director.
- Manage event preparation, communicate with and manage outside vendors, create and communicate staff duties, and drive the run-of-show on event day as the Friends of the Rouge point person - with assistance from and collaboration with the Development and Operations Teams and the Executive Director.
- Create mailings, email, and other print collateral to invite attendees and more broadly promote events.
- Design event programs and outsource to print.
- Attend special events (ex: Stonefly Society Gathering, Annual Fundraiser, Celebrate with Friends, annual meeting) outside of regular hours as the main event point-person for staff and vendors.

Fund Development and Tracking (40%)

With an emphasis on nurturing donor retention through member segment-related activities

- Develop a communication strategy and “touch point” calendar for all member segments; communicate progress and needs with the Development Team.
- Create, coordinate, and oversee membership activities specific to target segments in collaboration with the Development Team.
- Create special communications for targeted donor segments and general audiences.
- Track and record interactions with constituents in Bloomerang (or other donor software).
- Utilize Bloomerang to generate reports as needed.
- Communicate with donors, volunteers, and diverse stakeholders.
- Perform routine database maintenance of donor software (Bloomerang); create and implement a communications schedule to address: constituent formatting issues, expired credit cards to maintain payments, remove bounced/dropped emails, constituents that have marked FOTR as spam, and non-active constituents to improve e-newsletter open rates and database efficacy.
- Support Membership receipts / acknowledgement duties as needed.
- Assist the Development Director and Development Team in developing and executing the annual development plan and strategy for annual giving (membership) and organization-wide fundraising events.
- Support Development Team with a major donor pipeline: identification qualification, cultivation, and stewardship.

Board Coordination (10%)

- Assist Development Director with Board engagement in fundraising activities

- Participation in the related Board Committees as needed

General

- Willingness to participate in professional development opportunities
- Ability to develop meaningful and broad connection with FOTR program managers and coordinators to maintain understanding of current needs and opportunities
- Manage time effectively and efficiently, prioritize tasks; attend to a broad and diverse range of activities
- Track and report activities and time on a daily/weekly/monthly basis
- Participate in training as needed or as determined necessary
- Provide additional support to other FOTR programs as appropriate
- Participate in staff meetings, and other organization events and activities
- Other duties as assigned

Qualifications

- Excellent communication skills
- Ability to multitask, prioritize and maintain attention to detail
- Excellent organizational skills
- Demonstrate great customer service and kindness
- Demonstrate quality project management skills and programmatic planning
- Demonstrate comfort and practice in talking with strangers - “cold-calls”, emails, etc...
- Ability to assess giving trends, manage and analyze data, draw conclusions for future efforts
- Ability to work independently and as part of a team
- Demonstrate excellent writing skills, strong interpersonal skills
- Demonstrate content creation – social media, mass email communications, presentations for different audiences
- Demonstrate and/or develop a philosophy of donor-centric giving
- Demonstrate “soft-skills” and ability to work with and read diverse audiences and individuals
- Valid driver's license and reliable transportation

Preferences

- Adept at learning, evaluating, implementing and maintaining new software platforms for more robust virtual fundraising
- Previous experience in fundraising
- Previous marketing / communications experience
- Previous customer service experience
- Previous event planning and management experience
- Exhibit a deep and abiding commitment to the preservation of our environment and the good stewardship of water resources in particular

Key competencies

Organizational agility, planning and organization, communication, fundraising, creativity

Physical Requirements

Office work will include extended periods of time sitting while using a computer. Some physical lifting is required (up to 30 lbs.). Outdoor work may involve walking on uneven ground, carrying materials, or working on a boat for the Rouge Cruise fundraiser event. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Ability to speak and listen in English required.

Work Environment

This position is primarily an office position with occasional outdoor work. Flexible hours and work from home options are negotiable after 6 months of employment.

Nondiscrimination Policy

It is the policy of Friends of the Rouge (FOTR) to provide equal membership, employment and service opportunities to all eligible persons and to administer personnel policies and practices in accordance with all applicable laws.

We do not discriminate on the basis of race, ancestry, creed, religion, color, personal appearance, national origin, citizenship, age, sex, sexual orientation, marital status, parental status, family responsibilities, and the presence of any sensory, physical or mental disability, learning disability, matriculation, membership in any labor organization, lawful source of income, political affiliation, or political ideology.

Updated: March 3, 2025

Terms of Employment – At-Will Employment Status

All persons employed by FOTR, regardless of classification status, are employed on an “at-will” basis. As such, employment can be terminated with or without cause, and with or without notice, at any time, at either your option or the option of FOTR. No supervisor, coordinator, manager, or other representative of FOTR other than the Executive Director has the authority to enter into any agreement or contract for employment for any specified period of time. The provisions contained in this policy supersede any and all previous oral or written statements or representations that have been made by FOTR or by someone purporting to represent FOTR. Employees should be aware, while FOTR employees are required to participate in regular performance evaluation; this evaluation process is not intended to be a means of creating legal rights and does not affect the “at-will” nature of the terms of employment.