

**Employment Opportunity
Development Manager
Part-Time**

Ohio River Foundation (ORF), a watershed conservation organization based out of Cincinnati, Ohio, seeks a part-time Development Manager. ORF is a growing regional non-profit looking for a dynamic and energetic person to fill this important management position.

Job Responsibilities

- Grow donor and volunteer engagement programs
 - Find member prospects
 - Manage and streamline databases
 - Write and organize fundraising pieces and appeals
- Manage outreach communications, projects, and events
 - Coordinate events
 - Staff and recruit volunteers for ORF booth and tables at events
 - Manage website and social media presence
 - Create and disseminate program media communications

Professional experience and qualifications

- Experience in outreach communications, membership development, and volunteer coordination
- Prior experience in nonprofit organizations, particularly those involved with environmental or water issues.
- Strong writing and verbal communication skills.
- Proficiency in MS Office software and database management desired
- Excellent interpersonal skills, including willingness and ability to work effectively (self-directed and as team member)
- Experience in utilizing different social media tools
- Ability to communicate in a professional, accurate, and enthusiastic manner
- Grant writing, marketing, and fundraising experience – all pluses
- Willingness and availability to travel within the watershed.

Salary: \$15/hr

Hours: 5-10/week

Start Date: June 1 or until filled.

To apply, please send resume and cover letter to:

Ohio River Foundation
P.O. Box 42460
Cincinnati, OH 45242
513-469-6755 (fax)
orf@ohioriverfdn.org

Ohio River Foundation is an Equal Opportunity Employer.