



JOB POSTING: DEVELOPMENT OPERATIONS MANAGER

Potomac Conservancy is seeking an energetic self-starter to join the team as Development Operations Manager.

As the Development Operations Manager, you will play an integral role in managing the Conservancy's fundraising and development needs. Hand in hand with a high-energy staff, you will help engage and steward the individual, foundation, and corporate donors who make this work for cleaner water, a healthier local environment and a protected Potomac River possible. You will be helping to design and run our donor events, conducting research, and preparing staff for donor meetings. You will support our grants management program, overseeing proposals and reports, and keep the rest of the team on-track regarding important deadlines. Gift processing and communications with our membership will also fall under your purview. With a command of our database you will lead mailing projects and data analysis. The person in this role will report to and support the director of development.

Founded in 1993, Potomac Conservancy is the region's leading clean water advocate, shaping the broader effort to ensure the Potomac River boasts clean drinking water, healthy lands, and connected communities. Potomac Conservancy is a vibrant and growing environmental nonprofit organization with 23,000 friends and supporters throughout the region. You will be joining a professional staff that is focused and experienced, and an active board of directors. Join Team Potomac and make a difference in your community!

Overall Balance of Work and Responsibilities:

- 40% - Leadership individual donor program and events management, including spring gala, fall reception and two benefit events annually
- 30% - Foundation grants and corporate donor program support
- 30% - Membership program and database management, administration, reports and analysis

Qualifications

Required

- Bachelor's degree and 3 years of work experience, or at least 5 years of relevant work experience
- Resourceful and tenacious in solving problems
- Attentive to detail with a critical eye for accuracy
- Driven to achieve excellence
- Able to work independently as well as a part of a team
- Comfortable and fluent with methods for data analysis
- Systems-oriented: applying logic to create solutions and manage processes
- Desire to help improve our local environment

Preferred

- Experience with databases and data output reports
- Fundraising experience
- Strong writing skills
- Experience writing, managing, and tracking grant proposals and reports

Location and Schedule: This position will work out of Potomac Conservancy's headquarters in downtown Silver Spring, Maryland. No travel is required. Work hours may include occasional evenings for events.

Desired Start Date: March, 2019

Salary and Benefits: This is a full-time, salaried position (40 hours per week) with an annual compensation of \$36,000 - \$39,000 per year. Benefits include medical and dental coverage; 18 days paid time off and 10 holidays per year. You will be working with bright, fun coworkers and interacting with an engaged board of directors.

How to Apply: Please send a resume and cover letter to resume@potomac.org with Development Operations Manager in the subject line by January 7, 2019. Any follow-up on your application may be done via email. No phone calls please.

Potomac Conservancy is an equal opportunity employer. All qualified applicants are encouraged to apply.