



POSITION: Director of Development & Community Engagement

Exciting opportunity to join the team at a dynamic environmental nonprofit

Who we are: OARS is the watershed organization for the Sudbury, Assabet and Concord Rivers in MetroWest/Central Massachusetts. OARS uses research, advocacy, and education to ensure that these beautiful rivers will continue to provide clean and abundant water, exceptional recreational opportunities, and rich wildlife habitat for the benefit of all our communities—all within a short drive of Boston, Lowell, and Worcester. For 35 years our science-based advocacy has had a major impact on cleaning up our rivers and building climate resiliency. www.oars3rivers.org

This position is 20-25 hours/week, hybrid or in-person at OARS' office in West Concord, Massachusetts.

The role: OARS seeks a motivated, collaborative and organized professional for the part-time position of Director of Development and Community Engagement to lead fundraising and communications. This position is responsible for ongoing fundraising to meet OARS' financial needs, achieve our mission, and maximize our impact in the community, paired with communications and events to make OARS a highly visible and respected organization.

Reports directly to the Executive Director and works closely with the Finance and Operations Manager and Board Committees.

Core Responsibilities & Scope

Development

- Manage all aspects of membership and fundraising program including strategy, member recruitment and communication, donor outreach and stewardship, events, reporting and other tasks.
- Prepare and oversee execution of annual strategic development/fundraising plan
- Oversee and secure unrestricted donations from individuals, foundations and corporations
- Develop and maintain ongoing relationships with major donors
- Organize and oversee OARS' fundraising events, special and Annual Appeals, recreation and stewardship events
- Assist in grant writing as needed
- Prepare and send all renewal, reminder, and acknowledgement letters
- Effectively utilize the Database (CRM) Management system (Bloomerang), continually update and correct records to uphold data integrity

Community Engagement

- Produce high quality annual reporting and other development materials

- Create and utilize effective conventional and social media outreach, e-newsletters, and website content to clearly communicate the mission and mobilize support for the work of the organization
- Support growth of volunteer participation in OARS' work

Additional duties

- Coordinate with other staff to ensure efficient operations consistent with OARS' goals
- Participate in a team-based small-office culture where everyone chips in for a variety of tasks
- additional responsibilities depending on skills and experience

Qualifications & Skills:

Key to this position is the ability to be self-starting and highly organized, with an eye for detail and an engaging manner and interest in collaboration. This position requires strong CRM/database and digital communications skills, excellent written and verbal communication, creativity, and experience in the nonprofit organization environment.

- Bachelor's degree and sufficient work experience to have acquired the skills described in this position posting
- Demonstrated experience in donor and membership development
- Strong skills in CRM and Excel required
- Strong written and verbal communication skills and outgoing manner
- Experience with social and conventional media
- Track record of problem-solving and creativity
- Attention to detail and an ability to adhere to deadlines and follow through
- A dedicated team player who works well in a nimble small-office team-based environment
- Demonstrated and lived commitment to fostering a culture of equity and inclusion with a workplace or volunteer setting
- Experience in nonprofit accounting and/or QuickBooks a plus
- Experience with Bloomerang CRM a plus
- Experience with Constant Contact or similar electronic communications software a plus
- Tech savvy, with experience using information technology a plus

Position Type: Part-time 20-25 hours/week, hybrid or in-person at OARS' office in West Concord, MA, with easy access to the Commuter Rail. Pay range \$32-36/hour, based on qualifications, with paid vacations and 11 paid holidays. With potential for growth and professional development.

HOW TO APPLY:

Applications will be accepted until the position is filled. Interested candidates should submit a cover letter and resume to office@oars3rivers.org. Include "DDCE [last name]" in subject line. No phone calls please. This position will be open until filled.

As an equal-opportunity employer, OARS aims to be an inclusive workplace that is representative of the people we serve. We encourage applications from all interested candidates and do not discriminate on the basis of race, ancestry, creed, religion, personal appearance, national origin, citizenship, age, gender, sexual orientation, or veteran status.