**Development and Communications Assistant**

**Job Description**

**The Development and Communications Assistant is a part time position responsible for assisting the Director and Board in developing and implementing projects that increase the community support and engagement of individuals and businesses in the activities of the SRWA. Activities that result in tangible increases in membership recruitment and retention, organizational partnerships and sponsorships, and wider communication networks are the primary goal of this position.**

**Organizational Development**

**70% of time**

Work under direction of Executive Director to establish and meet organizational and fundraising strategy goals.

* Establish and meet achievable membership goals with the Director and Board
* Create and lead (with Director and Board) initiatives to increase membership numbers and revenues, including establishing membership benefits, recognitions, and/or membership drives.
* Modernize giving programs by establishing recognition programs for major donors, encouraging monthly/recurring donations, etc.
* Maintain database of members and manage regular communication with them, including sending membership renewal notices and appeals.
* Cultivate existing relationships into increasing levels of participation and support.
* Apply for grants or foundation funding for general operations support.

**Communications and Events**

**25% of time**

Maintains and expand SRWA’s communications tools to increase community engagement in our programs, activities and funding campaigns. Assist in all aspects of event planning, prep and wrap-up as needed.

**Additional Administrative Duties**

**5% of time**

Assist with day to day activities within the organization included but not limited to routine administrative tasks, answering phones, maintaining an orderly office, and greeting walk-in guests.

**Qualifications:**

* Highly organized and self-motivated individual a must
* Friendly and Socially outgoing
* Experience in development or sales preferred
* Strong communication skills, both written and verbal
* Basic understanding and strong interest in water resource conservation required.

This position is for approximately 10-20h per week with a flexible working schedule. Pay is hourly with opportunities for bonuses and raise based on performance. To apply, please submit resume and cover letter to **srwa@soque.org**