



**LAKE
WINNIPESAUKEE
ALLIANCE**
OUR LAKE. OUR FUTURE.

Donor Services & Communication Coordinator

The Lake Winnepesaukee Alliance (LWA) is seeking a Donor Services & Communication Coordinator to join our growing Winni team. As the leading nonprofit dedicated to protecting and improving the water quality of Lake Winnepesaukee, New Hampshire, the LWA leads the effort to counteract the threats that stress the lake's natural ecosystem, degrade its water quality and lower the economic value of the region.

The Donor Services & Communication Coordinator will be responsible for overseeing and managing LWA's donor services database and communication program, as well as providing other administrative support to the staff and Board of Directors. This position is integral to the support of LWA's programs and activities. The position is based in Meredith, NH.

Responsibilities:

Donor Services:

- Ensure that data about our donors is accurate and up-to-date, using NEON CRM.
- Process donations; manage donor recruitment and renewal appeals.
- Monitor and report on key metrics related to donor growth and generate reports to inform donor engagement strategy.
- Develop and maintain all office/electronic files and systems associated with donor services.
- Actively participate in crafting donor development strategy, and conducting outreach for new donors.
- Serve as central point of contact for donors; respond to general inquiries
- Assist the Development Director in developing and implementing donor recruitment campaigns.

Communications Coordinator

- Work with the LWA Board, President, and Director of Outreach and Development to develop an outreach strategy and marketing plan for LWA that is focused on brand awareness, education, and donor development.
- Manage LWA's social media presence and communication strategies and campaigns.
- Assist with development of outreach and educational activities such as workshops, seminars, and community events

Desired Experience/Qualifications:

- Minimum of 3 years' experience in donor services or fundraising with preference in nonprofit experience.
- Excellent customer service skills and attitude.
- Experience and comfort with fundraising CRM is a plus (NEON CRM)

P.O. Box 1624, Meredith, NH 03253 ♦ **(603) 581-6632** ♦ **www.winnepesaukee.org** ♦ **mail@winnepesaukee.org**

*Lake Winnepesaukee Alliance is a 501(c) 3 nonprofit organization in good standing with the IRS.
Charitable contributions permitted to the extent allowable by law. Tax ID: 02-0332012*

Desired Experience/Qualifications:

- Proficiency in Office Suite (Word, Excel)
- Strong communication and interpersonal skills, ideally including experience communicating with diverse audiences about environmental water quality protection or related issues.
- Ability to work independently and as part of a team.

About Lake Winnepesaukee Alliance

The Lake Winnepesaukee Alliance is a non-profit organization dedicated to protecting the water quality and natural resources of the lake and its watershed. Through monitoring education, science, and restoration, we work to ensure that Winnepesaukee's scenic beauty, wildlife habitat, water quality, and recreational potential continues to provide enjoyment today and for the future.

Lake Winnepesaukee Alliance is committed to providing equal opportunity for all employees and applicants without regard to race, color, religion, national origin, sex, age, veteran or marital status, sexual orientation, physical or mental disability, ancestry, political affiliation, personal appearance, family responsibilities, matriculation, or any other status protected under federal, state or local law (Protected Status).

Other:

- This position is full time at 37.5 hours per week.
- Reports to the President of LWA, but works closely with the Director of Outreach and Development.

How to apply:

Interested applicants should submit a cover letter and resume describing their qualifications and interest in the position to: Patricia Tarpey, President, at ptarpey@winnepesaukee.org. This position will remain open until filled.

