



**Donor Relations Specialist
Job Description
April 2021**

Organizational Overview

GreenRoots, Inc., is a grassroots community-based organization with a 25+ year track record of achieving significant environmental justice accomplishments and public health victories in Chelsea, Massachusetts and the Greater Boston region. The mission of GreenRoots is to achieve environmental justice and greater quality of life through collective action, unity, education and youth leadership across neighborhoods and communities. We do so through deep community engagement and empowerment, youth leadership and implementation of innovative projects and campaigns.

Job Overview

The Donor Relations Specialist will work closely with the Executive Director and the Director of Development to grow and diversify our individual and corporate giving program; foster lasting relationships with donors; organize special events and fundraising activities; foster relationships and communications with donors and development systems to better communicate GreenRoots powerful and important work. GreenRoots seeks to achieve a more sustainable and diverse funding base and create more balance between individual donations and grant funding. The Donor Relations Specialist would be responsible for tripling our individual donor base over a defined period of time; working with Communications Specialist and Leadership Team to implement a communications plan; and carefully honing our environmental justice message.

Responsibilities include, but not limited to:

- Work closely with Executive Director and Director of Development to create and implement a comprehensive fundraising plan
- Create and maintain an annual fundraising calendar
- Conduct community scans and research to identify prospective donors
- Identify multiple prospective major donors
- Set up meetings and presentations for prospective donors
- Communicate, meet and follow-up with prospective and existing donors
- Build and maintain productive, cordial relationships with donors
- Acknowledge all gifts
- Assist in implementation and utilization of Salesforce for tracking donors
- Establish a tracking system to ensure donors and charitable foundations are receiving updates, newsletters, reports and communications
- Create mission-appropriate corporate giving program
- Organize and implement a series of special events, including our Annual Fundraising Event, and activities to better highlight GreenRoots' important work
- Utilize internet fundraising platforms and tools when appropriate
- Provide social media support and implement opportunities to further GreenRoots work and messaging;
- Increase individual and corporate donation funding
- Other support as requested by the Leadership Team (Executive Director, Associate Executive Director, Director of Development and Director of Operations).

Qualifications:

- 3-5 years of experience in donor relations, development or related field
- Bachelor’s Degree or higher
- Strong written and verbal communication skills
- Strong project management skills
- Strong organizational and interpersonal skills
- Strong technological capabilities
- Ability to work in a team, as well as to take initiative and work independently
- Ability to work and relate with a diverse range of people and organizations
- Ability to motivate participation and community engagement
- Ability to represent GreenRoots in a professional manner to a wide range of partners, institutions and community-based organizations
- Deep understanding frontline environmental justice communities.
- Proficiency in English and Spanish: oral and written

GreenRoots is looking for a Donor Relations Specialist who is a quick learner, articulate, innovative and who takes initiative and is respectful of lived experiences and community expertise. The ideal candidate will be enthusiastic, flexible, self-motivated, dependable, responsible and creative.

Job Type:	Compensation:	Benefits:	Work Remotely:	Schedule:
Full-time (35 hrs. per week)	\$55,000 to \$65,000 a year	<ul style="list-style-type: none">• 401(k); 5% Match• Dental insurance• Disability insurance• Health insurance• Wellness Bonus• Paid time off (up to 32 days)• Federal & State Holidays	Temporarily Available Current Hybrid Model <ul style="list-style-type: none">• 2 days in-person• 2 days’ remote	Monday to Thursday with some evening and weekend commitments

To Apply:

Bilingual Chelsea and East Boston residents, people of color, indigenous people, immigrants, LGBTQ, gender non-conforming and women are strongly encouraged to apply.

Please send cover letter, writing or graphic design sample and resume to:

Roseann Bongiovanni
RoseannB@GreenRootsChelsea.org

Accepting applications until position is filled.