



## DEVELOPMENT & MEMBERSHIP COORDINATOR

### About Groundwork Jacksonville

Groundwork Jacksonville (GWJax) is a nonprofit organization committed to the environmental restoration and stewardship of Jacksonville's urban trails and creeks. Our mission is to build and connect the Emerald Trail and restore its gems, Hogans Creek, McCoy's Creek and the S-Line Rail Trail. We engage youth and adults from neighborhoods along the Trail to fulfill this mission. Our offices are located at FSCJ Downtown Campus. The following position is currently available.

### Job Summary

**Development & Membership Coordinator** leads engagement activities and facilitates the building of relationships for Groundwork Jacksonville (GWJax) among members, individual donors and corporations. Working closely with the CEO, position will coordinate GWJax's development efforts and cultivate, steward and track activity with new and existing donors. The coordinator will also guide GWJax's membership program with an emphasis on member recruitment, engagement and communication.

### Primary Duties and Responsibilities

#### **Development:**

- Assists with the development and execution of the organization's development strategy
- Coordinates and executes the annual calendar of development activities and programs
- Closely manages GWJax's donor prospect list by tracking assigned solicitors and capturing most current donor strategy
- Supports CEO in scheduling donor meetings, preparing donor proposals, and facilitating donor follow-up
- Assists the CEO with managing donor relationships; executes cultivation and stewardship activities for individuals and corporations
- Oversees the utilization of GWJax donor database to include gift entry and processing, timely gift acknowledgment, and maintaining donor records
- Tracks all campaign gifts and pledges; prepares pledge agreements and pledge reminders; follows up outstanding pledge commitments
- Creates and produces appropriate donor and gift reports for CEO and Board of Directors
- Assists Board in connecting potential donor contacts to CEO

#### **Membership:**

- Implements overall membership strategy and annual calendar of membership events and programs
- Maintains GWJax's membership database to include input of new records, processing of membership applications and payment, and sending appropriate acknowledgement letters
- Serves as the primary liaison between GWJax and its members
- Facilitates the scheduling of presentations at corporations to promote awareness of GWJax, the Emerald Trail and involvement opportunities; presents to groups
- Participates in community outreach activities which promote awareness of GWJax, the Emerald Trail and involvement opportunities
- Monitors progress towards annual membership goal, and maintains membership budget
- Establishes timeline for all membership communication including acquisition, renewals, quarterly newsletters, and more

#### **Friends of the Emerald Trail:**

- Manages all aspects of Friends of the Emerald Trail, a volunteer group comprised of community stakeholders and residents from neighborhoods along the Emerald Trail
- Coordinates speaking engagements and community outreach
- Plans and hosts Friends events



- Recruits new members and maintains consistent communications with Friends

#### **Other Responsibilities**

- Participates in GWJax projects, community programs and events
- Promotes GWJax and its activities on social media
- Contributes content for quarterly newsletters
- Collaborates with local colleagues and organizations to implement new and existing programs
- Assumes other duties as needed

#### **Qualifications**

- Must share a passion for GWJax's values and mission
- Must be a self-starter and work well independently and collaboratively
- Bachelor's degree and 2-4 years prior work experience; previous fundraising or non-profit experience preferred
- Must be detail oriented
- Excellent relationship building, interpersonal and public speaking skills
- Strong oral and written communication skills
- Basic computer skills: Word, Excel, and PowerPoint
- Ability to balance competing priorities and deadlines and handle multiple tasks
- Ability to organize time and meet deadlines
- Must be reliable and flexible
- Experience working with volunteers preferred
- Valid driver's license

#### **Compensation**

Salary is based on qualifications

#### **To Apply**

Please submit a resume and cover letter no later than June 1, 2020 describing your relevant experience and interest in Groundwork Jacksonville to [Groundworkjacksonville@gmail.com](mailto:Groundworkjacksonville@gmail.com) with the subject header Donor/Membership Coordinator.

**Groundwork Jacksonville is an equal opportunity employer.**

We consider applications for all positions without regard to race, color, religion, creed, gender, national origin, age, disability, marital or veteran status, sexual orientation/identification or any legally protected status.



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