



MASSACHUSETTS Rivers Alliance

11 Curtis Avenue, Somerville, MA 02144
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Employment Opportunity Development Manager

Background

The Massachusetts Rivers Alliance is seeking a Development Manager to join our team! The Development Manager will support our membership and fundraising efforts to help our organization grow. This full-time position is based in Somerville, Massachusetts, and includes limited travel, primarily within Massachusetts. The office is currently operating on a hybrid Tuesday/Thursday in office schedule.

Mass Rivers is a nonprofit conservation organization working to protect and restore rivers across the Commonwealth. The organization currently has over 80 member organizations and is supported by a growing group of individuals, families, businesses, and foundations. We pursue our mission through advocacy and education, and by strengthening and connecting our member organizations.

Position Summary

The Development Manager works closely with the Executive Director and Mass Rivers staff to execute a broad range of external-facing fundraising and membership activities. The role leads the coordination of appeals, renewals, donor stewardship, and member and fundraising events, while providing critical support for the Executive Director's major donor engagement. This position strengthens organizational capacity by ensuring disciplined execution of development operations and helping advance innovative strategies to support members and expand Mass Rivers' visibility and brand recognition.

This is a full-time position. The salary will be commensurate with experience - with a range between \$60,000 and \$80,000 annually. Compensation includes paid time off, a monthly retirement contribution, and health insurance benefits. Mass Rivers follows a hybrid work schedule; staff are currently in office on Tuesdays and Thursday. Our office is located in Somerville, MA.

Key Responsibilities

Annual Fund & Membership Campaigns

- Prepare and execute prospect, renewal, lapsed, and annual member solicitations, including drafting and coordinating segmented appeals.

- Manage organizational memberships, including renewals, outreach to prospective member organizations, tracking participation, and maintaining related website content.
- Coordinate with board members on outreach and list development.

Donor Database & Reporting

- Maintain the donor database, ensuring accurate and timely entry of gifts and donor interactions.
- Process incoming gifts and coordinate reconciliation with the bookkeeper.
- Track donor communications and engagement history.
- Generate reports for board meetings, development committee updates, and campaign recaps.
- Identify opportunities to improve data systems and streamline development operations.
- Support development planning and be the primary liaison to the Board of Director's Development Committee.

Donor Stewardship & Events

- Ensure timely acknowledgment of all gifts.
- Plan and execute donor stewardship events and touchpoints, including the annual celebration, kayaking events, river restoration tours, member meetings, house parties, holiday outreach, and other cultivation opportunities.
- Develop and implement additional stewardship strategies to strengthen donor retention and engagement.

Major Donor Support

- Collaborate with the Executive Director on major donor strategy and engagement.
- Track pledges, giving history, and follow-up commitments.
- Prepare background materials and briefing information for donor meetings.

Fundraising Materials

- Collaborate with staff to produce fundraising and outreach materials, including appeal letters, annual reports, website updates, presentations, and related content.

Volunteer & Intern Management

- Recruit, train, and supervise volunteers and/or interns supporting development activities, as needed.

Qualifications

The successful candidate will bring strong writing, communication, and organizational skills. A bachelor's degree (minimum four-year degree) is required. Demonstrated proficiency in mail merge systems and donor database management is preferred.

The ideal candidate is enthusiastic about Mass Rivers' mission and motivated to help the organization grow. They are self-directed, detail-oriented, and highly organized, with excellent interpersonal skills and the ability to thrive in a small, collaborative nonprofit environment.

Massachusetts Rivers Alliance is an equal opportunity employer. We are committed to building a diverse and inclusive team and strongly encourage candidates of all backgrounds, experiences, and identities to apply, especially those from underrepresented backgrounds in the environmental field. We can't wait to meet you!

Application Process

To apply, email a resume, along with a cover letter explaining how your talents and experience could help the Massachusetts Rivers Alliance grow. Resumes will be accepted until the position is filled. The most recent posting will be maintained at www.massriversalliance.org/career and a notice will be posted at that location once the position has been filled.

Responses may be directed via email to:

David McGlinchey, Executive Director
davemcglinchey@massriversalliance.org

Please put "Development Manager Position" in the subject line.