



Engineers for a Sustainable World

DESIGN • EDUCATE • BUILD

Title: Donor Relations Coordinator

Reports to: Development Director

Team: Development Department

Time: Part-time (5-10 hours per week)

Salary: Volunteer, Required Travel Covered

The Donor Relations Coordinator fosters the relationships with individual donors and encourages their continual contributions and involvement. They are responsible for growing the organization's resources from individuals, managing a large, decentralized group of donors, and developing giving societies: groups of individual donors who consistently support the organization by contributing the same amount every year. This position offers the opportunity to network with students and professionals across the world.

To apply, please send a cover letter and resumé/CV to apply@eswusa.org. Please contact us with any questions you may have as well.

Responsibilities include:

- Supporting fundraising strategies to maintain resources for successful operations
- Developing and leading fundraising campaigns
- Developing and updating a database of companies who match employee donations
- Fostering relationships with individual donors
- Generating content for quarterly professional newsletter
- Keeping donors informed of future opportunities and campaigns
- Working with Communication and Technology Department to advertise campaigns
- Attending regular Development Department meetings and Leadership Team meetings

Desired skills and qualifications:

- Strong communication and networking skills
- Excellent written and oral presentation skills
- Confidence communicating to a wide variety of audiences
- Demonstrated experience meeting fundraising goals from government, foundations, or similar sources; experience with individual donors a bonus
- Demonstrated ability to create, share, and act on large-scale vision
- Ability to work well both independently and as part of a team
- General knowledge of the breadth of sustainability topics - expertise not required
- Passion for sustainability, and agreement with our Mission, Vision, and Values
- A current ESW member, or willingness to become a member