Membership & Donations Coordinator

Anacostia Riverkeeper (ARK) is a nonprofit organization dedicated to protecting and restoring the Anacostia River through advocacy, enforcement, science, and community engagement to ensure a swimmable, fishable river for all.

Anacostia Riverkeeper is a nonprofit organization dedicated to protecting and restoring the Anacostia River through advocacy, enforcement, and community engagement to ensure a swimmable, fishable river for all. The Membership & Donations Coordinator is a personable, detail-oriented relationship builder who enjoys connecting people to a mission they care about. This role is at the heart of ARK's relationships with its donors, members, partners, and broader community, helping supporters feel valued, informed, and connected to the impact of their involvement. The ideal candidate is a strong communicator who enjoys both cultivating relationships and making things happen—from thoughtful donor and member communications and a compelling regular newsletter to well-organized events and responsive day-to-day community interactions. They are proactive, organized, and able to juggle multiple priorities while maintaining a warm, professional presence and ensuring that no detail slips through the cracks.

Note: This is a 40-hour/week salaried position that typically runs Tuesday-Saturday and includes regular evening and weekend commitments.

Duties are as follows:

- **Donor Engagement & Management** – This role helps build and strengthen Anacostia Riverkeeper's relationships with the people who financially support our work. Responsibilities include maintaining accurate and up-to-date donor and membership records, processing and acknowledging contributions in a timely and personal way, communicating regularly with members and donors, supporting donor research and cultivation, and developing thoughtful stewardship communications that help supporters understand the impact of their contributions.

- **Member & Donor Communications** – This role leads ARK's regular communications with members and donors, including developing and distributing the organization's newsletter and other stewardship communications. Responsibilities include gathering and coordinating content from staff, drafting and editing engaging updates about ARK's work, maintaining relevant website content, communicating upcoming events and opportunities, and ensuring that donors and members receive timely, thoughtful communications that keep them connected to the organization and its impact.

- **Member Event Logistics** – This role leads the planning and execution of engaging, mission-driven events that bring members, donors, partners, and the broader community together. Responsibilities include coordinating regular member meetings and public educational events, managing event logistics and communications, coordinating capacity-building workshops for partner river nonprofits, and serving as a key collaborator on larger public-facing and fundraising events. The role will help ensure that events are welcoming, well-organized, and reflective of ARK's mission and values.

- **Community Relations & Coordination**– This role manages ARK's public-facing inbox and serves as a first point of contact for private event requests, questions about the river, partnership and outreach inquiries, and other community communications. Responsibilities include responding promptly and thoughtfully to inquiries, coordinating boat tours and other scheduling needs, connecting community members with the appropriate ARK staff, and ensuring that requests are prioritized and followed through from initial inquiry to resolution.

Qualifications:

- Demonstrated ability to build and maintain positive, thoughtful relationships with donors, members, community partners, and other stakeholders
- Strong written and verbal communication skills, with the ability to communicate warmly and professionally with donors, members, partners, and the broader community
- Experience developing newsletters, email communications, or other recurring communications for an organization, program, or audience
- Strong writing, editing, and proofreading skills, with the ability to communicate organizational news, impact, events, and opportunities in a clear and engaging way
- Experience supporting donor, membership, customer, or other relationship-based programs, including maintaining accurate records and following up thoughtfully and consistently
- Strong organizational and project management skills with exceptional attention to detail and the ability to manage multiple priorities and deadlines
- Ability to manage an inbox and multiple requests simultaneously, prioritize effectively, and ensure timely follow-through
- Comfort maintaining website content and learning new communications, database, and technology platforms
- Ability to handle sensitive donor and membership information with discretion and professionalism
- Proficiency in Microsoft Office and/or Google Workspace
- Ability to work evenings and weekends for events and programs

Preferred:

- Experience with nonprofit fundraising, donor stewardship, membership programs, or development operations
- Experience supporting donor research, cultivation, solicitation, or other fundraising activities
- Experience managing a recurring organizational newsletter, including content planning, production, distribution, and/or engagement tracking
- Experience using a donor database, membership database, CRM, or other relationship-management system
- Experience with website content management systems
- Experience coordinating outdoor, community-based, educational, or fundraising events
- Experience with Constant Contact, Airtable, Canva, or other specialized technology tools
- Experience creating donor, member, or other stewardship communications
- Spanish language proficiency
- Familiarity with environmental advocacy, water quality, watershed protection, or community engagement

Compensation

- Salary of $50-60,000 a year, commensurate with experience
- Health Plan, Retirement Contributions, & Liberal Time off

To Apply

Please submit the following documents with your application, emailed to riverkeeper@anacostiariverkeeper.org

- Please use the subject line of “Last Name _ Membership & Donations”
- A letter of interest describing your qualifications for the position
- A detailed and updated resume