Title: Stewardship Coordinator
Location: Bethesda, MD
Reports to: Chief of Staff
Type: Full-time

Our Mission: Rock Creek Conservancy exists to restore Rock Creek and its parklands as a natural oasis for all people to appreciate and protect.

Position Overview: The Coordinator is an integral member of the Conservancy team, supporting organizational operations, ensuring accurate and timely data management, assisting with event logistics, developing communications materials, and providing administrative support.

Responsibilities:

- Ensure all gifts are processed in a timely, accurate manner, inclusive of fiscal reconciliation and booking reports
- Implement the email client (MailChimp) to ensure timely delivery of all bulk communications for the organization and accurate data management
- Lead management of the WaterGrass database, ensuring clear, consistent processes and timely data entry
- Process accounts receivable and payable in coordination with the Conservancy’s accountant
- Support fundraising and programmatic events’ logistics and communications needs
- Update website and create communications materials for print, digital, and other media
- Provide general operational support for all departments
- Provide administrative support, including scheduling assistance, to the Executive Director
- Other duties as assigned

Required:

- Bachelor's degree preferred
- Minimum 2 years of professional experience in communications or administration
- Demonstrated success managing multiple tasks concurrently with high levels of accuracy and professionalism
- Respect for privacy, confidentiality, and discretion
- Excellent written and oral communication skills, particularly by phone or in person with donors
- Proficiency with Microsoft Office and Google Suite
- Ability to work evenings and weekend hours to support events, including ability to access transportation to events throughout the Rock Creek watershed
- Experience with Salesforce strongly preferred

Rock Creek Conservancy is an equal opportunity employer. Please send resume and cover letter to info@rockcreekconservancy.org with the subject line “Stewardship Coordinator.” Applications will be reviewed on a rolling basis starting July 9. The salary range for this position is $38,000 - $42,500.