



Friends of the Reedy River

Search for Subcontractor

January 2021

The Friends of the Reedy River is a 501(c)3 recognized non-profit dedicated to advocating, activating, and educating on behalf of a healthier Reedy River and watershed.

A subcontractor is sought to offer organizational support during this period of project growth. Our organization reserves the right to cancel any subcontractor agreement with 30 days of written notice (electronic acceptable). Also, the subcontractor must be able to provide two weeks notice of cancellation of duties. Pay scale is \$16-20 per hour dependent on experience. Hours are anticipated to not exceed 15 per week and never more than 20 per week.

ANTICIPATED DUTIES

1. Resource Development. Work alongside our Resource Development Committee to generate reports, communicate with donors, and conduct analyses in DonorPerfect that help develop the organization and our ability to report back on sponsorship and donations. Update donor profiles. Compile receipts and develop donation report for Treasurer. Assist in donor follow up and thank you notes.
2. Project Implementation. Work alongside staff, Technical Committee, and Awareness Committee to help in event hosting, most especially, river clean ups. Assist in tracking grant deadlines and grant reporting as needed.
3. Organizational Communication. Utilize MailChimp and DonorPerfect platform to develop monthly emails to our listserv relating to activities in the watershed. Develop weekly board emails for reminders, events, and other news. Help with fundraising letters. Update website with help from staff and committees.
4. Administrative Assistance. Assist with weekly tasks such as organizing board meetings, placing orders, graphics development, and some social media. Assist in communicating with board members, operational updates, communication with public, and more as needed.

To apply, candidates should email their resume, writing sample, and cover letters to FoRR President, Katie Callahan, at kcallahan@friendsofthereedyriver.org