

**Position Title: Development Associate****Reports To:** Executive Director**Location:** Memphis, TN (Hybrid: remote & in-person work required)

About Protect Our Aquifer (POA): We are a Memphis-based nonprofit dedicated to protecting our region's drinking water through education, advocacy, and community engagement. As our work grows, we are expanding our team to strengthen our fundraising efforts and deepen relationships with supporters.

Job Description

POA is seeking a dynamic and detailed Development Associate to help grow and maintain our base of donors, sponsors, and more. This role requires a few years of development experience and will be essential to the success of our fundraising operations. The individual will work closely with the Executive Director, Finance Coordinator, and Development Consultant to build a strong and sustainable funding pipeline. This is a full-time (40 hours/week), salaried position.

Key Duties & Responsibilities**Database & Gift Management**

- Manage and maintain CRM donor database (Bloomerang), ensuring ongoing contact accuracy and integrity of records
- Process donations and enter fundraising data in a timely manner
- Troubleshoot database issues as needed
- Track and report monthly metrics (gifts received, lapsed donors, acknowledgments needed)

Fundraising & Donor Relations

- Draft and send acknowledgment letters and thank-you notes
- Support strategies to acquire, retain, and upgrade individual donors
- Maintain regular, meaningful communication with donors and supporters
 - Including the Aquifer Advocate Circle (requests, renewals, support events)
- Conduct donor cultivation through phone outreach and in-person engagement
- Assist in scheduling meetings with prospective funders and partners
- Research and track grant opportunities, support proposal writing and submission
- Identify and develop creative fundraising opportunities (e.g., partnerships with local businesses, breweries, and community events)
- Coordinate fundraising appeals through writing, mail out, and logistics

Events & Admin Support

- Perform administrative tasks including filing, data entry, and correspondence
- Draft regular reports to the Board Development Committee
- Assist in preparation of solicitation materials
- Contribute content for newsletters, website updates, and social media
- Coordinate and support cultivation and fundraising events
 - Assist with donor and guest list development
 - Provide logistical support with volunteers

Qualifications

- Possesses experience in CRM databases
- Strong organizational skills and attention to detail
- Comfort with donor engagement, funding requests, and relationship-building
- Excellent written and verbal communication skills
- Ability to manage multiple tasks and meet deadlines
- Experience with fundraising, nonprofit work, or CRM systems preferred
- Passion for environmental protection and community impact
- Has an interest and/or passion for the Memphis Sand Aquifer or environmental causes

Compensation & Benefits

- Salary range: \$50,000-55,000
- Health, dental, and vision insurance, plus term life insurance and disability
- Paid time off and holidays
- Annual professional development stipend
- Flexible hybrid work environment

How to Apply

Send a resume, cover letter describing your interest in the position, and three references to contact@protectouraquifer.org with the subject line: **“Application for Development Associate.”**
Please refrain from submitting AI-generated cover letters.

Applications are due by **August 16, 2026** at 11:59pm CT. We expect interviews to occur in late-August.