



## Hudson River Sloop Clearwater

America's Environmental Flagship

### **Donor Relations Coordinator**

Hudson River Sloop Clearwater is a member-supported, non-profit organization whose mission is to protect the Hudson River by inspiring lifelong stewardship of the river and its tributaries with innovative advocacy and education programs. The organization owns and operates a historic 106' Hudson River Sloop replica, recognized as America's Environmental Flagship.

Clearwater is seeking a full-time Donor Relations Coordinator to join our team. This role involves key responsibilities within Clearwater's development department and reports to the Director of Development and Marketing. Responsibilities include processing donations, communicating directly with donors, Clearwater merchandise sales, and providing grant research and tracking assistance to the Director of Development and Marketing. Suitable candidates are those who are detail-oriented and have experience in nonprofit environments using Donor Perfect or similar CRM. The position is set in a fast-paced environment and involves collaboration with a highly motivated team, contributing significantly to the nonprofit's development efforts.

The salary range for this full-time position is \$40,000-\$42,000, depending on experience, and includes the following benefits: 3 weeks vacation, 9 sick days, 4 personal days, 11 paid holidays, employer-funded life insurance, and partially funded health/vision/dental benefits. This is a hybrid in-person/remote position. Clearwater's main office is located at 724 Wolcott Avenue, Beacon, NY 12508.

### **Responsibilities**

#### **Donation Processing and Database/Records Management:**

- Handle daily mail, code, track and deposit donations.
- Input donations and membership renewals into DonorPerfect database.
- Generate and dispatch donor acknowledgment letters and manage special appeal mailings.
- Conduct data queries and export reports as needed.

#### **Customer Service:**

- Respond to donor inquiries via phone, email, and letters.
- Fulfill merchandise orders and communicate with customers as needed.

#### **Grant Management:**

- Research and track grant opportunities.
- Support administrative aspects of grant applications and reporting.

#### **Event Coordination:**

- Collaboratively assist in fundraising event planning and execution.

#### **Merchandising and E-commerce:**

- Oversee online store and inventory, including order processing and promotions.
- Manage merchandise budget and sustainability considerations.
- Handle annual inventory and tax filing for merchandise sales.

**Administrative Support:**

- Provide assistance to the Executive and Development Directors.
- Undertake additional duties as required, including special appeals assistance.

**Skills needed:**

- A creative, energetic team player with a good sense of humor.
- Must be detail-oriented and able to meet deadlines
- Non-profit experience and interest in environmental issues is a plus.
- Experience with Google Workspace, MS Office and DonorPerfect preferred.
- Calm, clear and effective written and oral communication skills.
- Flexibility to work some evenings and weekends for events.

Clearwater acknowledges that the construct of race disproportionately affects Black, Indigenous, and People of Color. We reflect and take action to ensure that we do not perpetuate white supremacy. Clearwater respects LGBTQIA+ people; we use language and actions that are respectful of all gender identities and sexual orientations. Clearwater celebrates and welcomes members of any race, color, religion, national origin, sex, sexual orientation or identity, physical or mental ability or age to apply.

To apply, please email a cover letter and resume to [hr@clearwater.org](mailto:hr@clearwater.org) and include “Donor Relations Coordinator” in the subject line.