



Philanthropy Writing and Research Associate

New Haven, CT
March 2021

Save the Sound is seeking a full-time Philanthropy Writing and Research Associate to join our team to take action for our region's environment. The ideal candidate will be a passionate, organized individual who will become an integral member of the individual giving team, focused on researching potential major donors and writing acknowledgements, appeals, updates, our annual report and other compelling correspondence to our major donors. Responsibilities will also include donor data management, analysis and reporting using our CRM, properly recording information and utilizing it for research and creating lists for communications, other occasional projects and assistance with some major donor events. Major donors are defined as those with the capacity and willingness to give \$1,000 or more. The candidate must have experience in research and writing for non-profit philanthropy, be highly organized, detail-oriented, creative, and skilled in communicating with donors.

The position reports to the Chief Development Officer, based in New Haven. Currently our staff is working remotely from home and in-person events are not occurring. When in-person contact resumes, occasional work on weekends and evenings and periodic travel in Connecticut and New York may be required. Field visits with program staff and event participation will occur on a regular basis for this position.

Save the Sound

Save the Sound leads environmental action in your region. We protect the Sound, restore its rivers, fight climate change while building resilient communities, and save endangered lands. We do this in many ways, from legislative advocacy and legal action to engineering, environmental monitoring, and hands-on volunteer efforts. For more than 40 years we've been ensuring that everyone in our region can enjoy the healthy, clean, and thriving environment they deserve—today and for generations to come.

Our organizational leadership and staff are working to deepen Save the Sound's diversity, equity, and inclusion. We seek to attract a more diverse applicant pool. We seek to add and retain more outstanding people of color to all levels of our team. We work in diverse communities and landscapes, and are actively working to increase our focus on driving environmental justice action for equitable outcomes within diverse communities through our work.

Visit www.savethesound.org to learn more about our mission, vision, and programs.

Qualifications and Characteristics:

- Bachelor's degree in relevant field or equivalent.
- Three years' work experience demonstrating increasing levels of responsibility with at least one year of experience in philanthropy.
- Demonstrated ability to write creatively and persuasively with accurate synthesis of information from project or program activities.
- Ability to incorporate opinions and accept critique from multiple team members.
- Good storytelling skills to convey impact of our programmatic activities on our environment.
- Good understanding of philanthropy and the motivations of donors.

- Excellent skills at internet research, databases, Microsoft office and philanthropy CRMs.
- Good graphic design skills for publications. Familiarity with Adobe Creative Cloud, particularly InDesign and Illustrator preferred.
- Ability to work independently as well as with a team.
- Personable; positive outlook, energy and diplomacy; openness to learning new skills.
- Comfort and interest in speaking with major donors. Ability to work well with diverse groups of staff and volunteers; ability to work cooperatively with different types of personalities on a team and in the public.
- Attention to detail and excellent organizational skills and ability to prioritize tasks.
- Passion for the mission and goals of Save the Sound.

Common Organizational Job Responsibilities:

- Strongly motivated by the organization’s mission, values and vision.
- Assist with execution of the annual development plan to support meeting the annual organizational and program budget goals.
- Maintaining positive and productive working relationships with all Save the Sound staff members, including providing and receiving constructive feedback.
- Participating in building productive relationships with Save the Sound's members, external partners, policy makers, and the general public.
- Participating in organizational meetings and activities as requested, such as monthly staff meetings, trainings, and ad hoc planning committees.
- Completing all administrative work on time, such as time sheets, purchase orders, project reports and planning documents.

COVID-19 Considerations: Due to the COVID-19 pandemic, only the administrative department and select staff who need access to the office are reporting regularly in-person, with the remainder of the team working remotely. This position will work in the office and remotely, and will develop a schedule that works for the employee and the department.

Compensation: This is a full-time, 40 hour per week, exempt position. Salary is commensurate with experience. Comprehensive benefits package includes health insurance, 403b, life and long-term disability insurance, paid holidays, vacations, and opportunities for professional development.

To Apply:

Please submit a cover letter, three writing samples, a graphic design sample, salary requirements and a resume describing your interest and qualifications for this position by COB on March 31, 2021.

Please use subject line: Philanthropy Writing and Research Associate when you submit the materials to philanthropywriter@savethesound.org. No phone calls, please.

Save the Sound is an equal opportunity employer. We prohibit discrimination based on age, color, disability, marital or parental status, national origin, race, religion, sex, sexual orientation, gender identity, veteran status or any other legally protected status in accordance with applicable federal, state and local laws.