

Development & Communications Manager

The Ground Water Protection Council (GWPC) seeks a Development and Communications Manager with significant experience in fundraising and public relations including event planning, grant applications, social media, and project management. The ideal candidate will have a minimum Bachelor's degree and 3-4 years' experience in development and communications.

Development Duties

- Help identify and apply for grants and support
- Aid in grant reporting
- Develop new revenue streams for the GWPC and related Foundation
- Help increase member revenue through state dues
- Help develop and advertise educational opportunities for members
- Help raise funds for conference support
- Identify and target new donors

Communications Duties

- Manage GWPC website and work with other staff to develop and add content
- Develop and send the bi-monthly Groundwater Communique email newsletter
- Develop and implement a social media strategy – facebook, twitter, linkedin, blogs
- Serve on project team to market and plan GWPC events
- Serve on project team to upgrade and update project focused websites
- Compose and distribute press releases
- Compose articles for GWPC newsletters
- Develop and implement communication strategies for projects and reports
- Help develop and communicate educational opportunities to members and stakeholders
- Assist in writing, designing, and delivery of monthly and annual reports
- Monitor news items and current events related to the organization
- Prepare internal communications for staff and members on various topics
- Develop templates and oversee final production of reports, fliers, and presentations to develop a consistent image

Other Duties

- Serve as a team member on projects as assigned
- Perform association management functions as needed
- Assist with program management, report writing, and the preparation of documents for Boards, committees and workgroups
- Others duties as assigned

The GWPC is a national nonprofit organization. Our members are state ground water, water quality, oil and gas, and underground injection control agencies. Our mission *is to promote the protection and conservation of ground water resources for all beneficial uses, recognizing ground water as a critical component of the ecosystem.* www.gwpc.org