

Job Title: Development Director
Location: NE Indiana – Remote
Position Type: Part-Time (approx. 10 hours/week)
Hourly Rate: \$35/hour
Reports To: Board of Directors President
Application Deadline: February 6, 2026

About Northeast Indiana Water Trails

NEIWT is a nonprofit regional partnership working to increase recreation opportunities on our waterways by promoting boat access, water safety and stewardship, and the development of regional water trails that will empower our citizens to become more active and unified in our water resources.

In an effort to connect more people to our water resources to improve water quality outcomes, NEIWT offers free monthly paddle socials, hosts a large community event on the water annually, offers water quality and safety education to the public and summer camps, works with public access site managers to install wayfinding and interpretive signage at boat put-ins, works with dam owners to install dam danger signs on the rivers warning river users about downstream dangers, created a waterproof water trail map, hosts an all things paddling website (neiwatertrails.com), and disseminates a bimonthly newsletter.

Position Summary

We are seeking a passionate and detail-oriented Development Director to support fundraising, donor engagement, and development operations. This role is ideal for someone who thrives on a mission-driven environment and is excited to help grow a culture of philanthropy that supports outdoor recreation, water quality, equity, and environmental conservation.

The Development Coordinator plays a key role in implementing fundraising strategies, managing donor data, assisting with event planning and implementation, and ensuring sound stewardship of our supporters.

Responsibilities

Fundraising and Donor Support

- Develop and Support the implementation of annual fundraising plans, including individual giving, grants, sponsorships, and campaigns
- Process and acknowledge donations in a timely and accurate manner
- Conduct donor research to support cultivation and stewardship efforts
- Prepare fundraising reports and donor analytics

Events and Campaigns

- Assist in the planning and execution of fundraising events, community engagement activities, and stewardship events
- Support logistics, registration, and volunteer coordination for events
- Help develop and implement seasonal fundraising campaigns (e.g., GivingTuesday, year-end appeals)

Communications

- Craft donor messaging, thank-you letters, newsletters, and social media (Facebook, Instagram, and BlueSky)
- Create fundraising materials such as brochures, slide decks, and digital content

Grants

- Support grant application processes by gathering materials, maintaining a grants calendar, writing, and tracking submission deadlines
- Assist with compiling data and stories for grant reports

Qualifications

Required:

- 1+ years of experience in development, fundraising, and nonprofit administration
- Strong written and verbal communication skills
- Attention to detail and highly organized
- Proficiency in Microsoft Office Suite
- Commitment to equity, inclusion, and access to outdoor recreation
- A passion for outdoor recreation, conservation, and water quality
- Ability to work independently
- Use of your own computer

Preferred:

- Experience with event planning and/or volunteer coordination
- Knowledge of donor stewardship best practices
- Familiarity with tools like Canva, Mailchimp, and Event registration programs
- Graphic design or storytelling skills

Working Conditions:

- Flexible schedule
- May be required to work occasional evening or weekend events
- Must be able to meet with Board President virtually weekly

- Must attend monthly virtual Fundraising Committee meetings

Why Join the Northeast Indiana Water Trails Team?

At NEIWT, you will join a passionate team working to improve water quality and access to outdoor recreation by connecting the NE Indiana community to the 566 miles of flowing water in the region. We value collaboration, community, creativity – and we believe connecting all people to our rivers in NE Indiana will not only have an impact on our water resources, but on the lives of those living in our community. Oh, and we love to be outdoors, so taking brain breaks in the fresh air is highly encouraged!

How to Apply:

Please submit a resume and cover letter outlining your interest in the Development Director role and in Northeast Indiana Water Trails to neiwatertrails@gmail.com by February 6, 2026.

Northeast Indiana Water Trails is an equal opportunity employer. We encourage candidates of all backgrounds, identities, and abilities to apply.