



WaterWays
clean water • healthy communities

Job Opening: Communications & Development Coordinator

Location: Chattanooga, TN area

Salary Range: \$35,000 – \$45,000

Employment Type: Full-time

Deadline to Apply: Priority given to applications received by October 24, 2025

To Apply: Submit your cover letter, resume, and a writing sample to marybeth@mywaterways.org

About WaterWays

WaterWays is a mission-driven, 21-year-old nonprofit organization dedicated to protecting and restoring our region's waterways through community engagement, education, and action. We believe that healthy water is vital to vibrant communities and ecosystems—and we work every day to connect people to the value and importance of clean water.

We're growing our reach and impact, and we're seeking a **Communications & Development Coordinator** who is passionate about our mission and eager to amplify our voice in the community while cultivating the relationships and support needed to fuel our work.

Position Summary

The **Communications & Development Coordinator** plays a vital dual role in raising awareness of WaterWays and securing the financial and community support necessary for our success. This team member will lead strategic communication initiatives, strengthen donor relationships, and support the planning and execution of fundraising campaigns and events.

Working closely with the Executive Director, Board of Directors, and staff, this position blends creativity and relationship-building to advance WaterWays' mission and grow our base of supporters, donors, and advocates.

Key Responsibilities

Communications & Public Relations

- Develop and implement strategic communication plans that promote our mission, programs, and impact across diverse audiences.
- Manage external communications including newsletters, social media, website content, and press releases.
- Serve as a public-facing ambassador for WaterWays, representing the organization at community events, media engagements, and public speaking opportunities.
- Build and maintain relationships with media outlets, public officials, community partners, and other key stakeholders to increase visibility and credibility.
- Craft compelling messaging and storytelling that inspires community engagement and donor support.



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Fundraising & Donor Engagement

- Support all aspects of donor relations including cultivation, stewardship, gift tracking, and recognition.
- Collaborate with the Executive Director to identify, cultivate, solicit, and steward major donors (\$10,000+), sponsors, and planned giving prospects.
- Manage donor database (CRM), including accurate gift entry, acknowledgment letters, and donor reporting.
- Oversee donor and community engagement events—from concept through execution—ensuring successful stewardship and fundraising outcomes.
- Create impact reports and tailored communications that highlight organizational achievements and demonstrate accountability to donors and funders.
- Assist with foundation and corporate fundraising, including sponsorship outreach and grant writing and reporting activities.

Qualifications

Required:

- Bachelor's degree in Communications, Marketing, Nonprofit Management, or a related field.
- Outstanding written and verbal communication skills.
- Demonstrated experience in event coordination, public engagement, or fundraising activities.
- Ability to manage multiple priorities, work independently, and collaborate within a mission-driven team.
- A passion for environmental conservation and a genuine enthusiasm for connecting others to the cause.

Preferred:

- Experience with social media platforms (Facebook, Instagram, LinkedIn) and digital marketing tools (Mailchimp, WordPress, Canva).
- Familiarity with CRM systems and donor management best practices.
- Prior experience in grant writing or nonprofit development.
- Knowledge of communications strategies within a nonprofit or advocacy setting.



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Core Values at WaterWays

We seek individuals who are proactive, collaborative, and mission-aligned. Our ideal team members value integrity, inclusivity, creativity, and continuous learning. We support a positive and respectful workplace where each voice is valued, and every effort contributes to our shared vision of clean, healthy waterways.

Why Join Us?

- **Impact:** Be part of a passionate team working to protect one of our most vital natural resources.
- **Flexibility:** Enjoy flexible work locations and hours.
- **Growth:** Opportunities for professional development, advancement, and membership in organizations like the Association of Fundraising Professionals.
- **Benefits:** Paid vacation and holidays, retirement savings plan, flexible work environment, and a supportive, purpose-driven team.

Ready to Make a Difference?

Submit your **cover letter, resume, and a writing sample** to marybeth@mywaterways.org. Applications received by **October 24, 2025** will be prioritized. No phone calls, please.