



Job Announcement: Non-profit Communications and Fundraising Apprentice

About the Organization

At Watershed Management Group (WMG), we envision a world where the relationship between the Sonoran Desert and its people creates prosperity for all. This includes all people, plants, animals, land, and waters of the United States, Mexico, and Native American nations found in the Sonoran Desert. Our mission is to develop and implement community-based solutions to ensure the long-term prosperity of people and health of the environment. We provide people with the knowledge, skills, and resources for sustainable livelihoods.

At the core of our work is the value and practice of diversity, equity, and inclusion with the goal of advancing care for people and the environment. In recruiting for our team, we welcome the unique contributions that you can bring in terms of education, opinions, culture, ethnicity, race, sex, gender identity and expression, nation of origin, age, languages spoken, veteran's status, color, religion, disability, sexual orientation and beliefs.

Job Title: Non-profit Communications and Fundraising Apprentice

Supervisor: Cody Calamaio, Development and Communications Manager

Position Start Date and End Date: September 4 2025 – December 2025. (Possible extension into Spring 2026).

Hours: Part time, 10 hours per week. There will be a recurring commitment on Fridays from 3-5pm, and other hours can be flexible to fit your schedule. Occasional evening or weekend hours for special events.

Location: Tucson, AZ

Pay: \$20/hour

Benefits: sick leave

Job Description

The Apprentice will help support WMG's mission through assisting with communications with the public and our donors. You will work alongside other staff and board members to connect and engage with our donors, volunteers, and the community.

You will coordinate and co-plan a variety of communications tasks including writing stories and planning graphic content for our newsletters and producing videos for our social media. The Apprentice will join the Development Team and participate in fundraising activities and special events at WMG, helping with planning logistics, outreach and engagement, as well as thanking donors and volunteers.

The ideal candidate will be passionate about WMG's mission; enjoy building relationships within the community and be interested in developing their skillset while learning through a collaborative process.

The Apprentice will participate in weekly onboarding and development activities with a cohort of other apprentices, interns, and docents. Training often occurs on Friday afternoons from 3-5pm.

Learn, Participate, and Master These Routine Duties & Responsibilities:

- Develop unique stories for WMG's newsletters and social media that highlight our work and inspire people to our mission
 - Identify compelling stories that highlight WMG's work and impact
 - Plan interviews, coordinate photography, and shoot video
 - Write stories, often in multiple formats to fit specific content channels
 - Be open to feedback through the editing process
 - Assist with posting and content strategy across channels
- Assist the Development Team with running a fundraising campaign
 - Co-plan campaign strategies with the team
 - Assist with editing and designing fundraising e-appeals
 - Help with mailing logistics and personalized messaging
 - Engage board and staff in fundraising activities
 - Update donor database
 - Support donor appreciation efforts, including writing thank you notes, thank you gifts, and special recognition and events

Job Requirements

- Interest and support of WMG's mission and vision
- Friendly people-person, good conversationalist, and good listener
- Strong written and verbal communication skills
- Basic knowledge of video filming and editing principles (no specific software or equipment knowledge required)
- Ability to work well in a team setting, and coordinate other team members to accomplish events and projects together

Preferred Experience

- Knowledgeable in environmental issues of the Southwest U.S. and Sonoran Desert
- Experience in fundraising, or event planning
- Spanish speaker