



Providing wild and
forested lands and
clean waterways
for our community,
forever.

Development and Events Coordinator

Department: Development

Reports To: Vice President of Development & Marketing

Status: Full-time, salaried, exempt

Who we are and what we do:

Lancaster Conservancy is an accredited nonprofit land trust that provides wild and forested lands and clean waterways for our community, forever. Since its founding in 1969 by local anglers, hunters and naturalists, the Conservancy has protected over 11,000 acres of land to conserve the ecosystems and landscapes upon which we depend for food, clean air and water, economic and public health, and the restoration of body, mind, and spirit.

The Conservancy owns and manages more than 50 nature preserves and cares for over 60 miles of hiking trails, 40 miles of streams, and 200 acres of wetlands. The preserves, located in Lancaster County and along the Susquehanna River in York County, are open to the public free of charge 365 days a year and provide opportunities for hiking, fishing, hunting, and swimming. The Conservancy has protected some of the most beautiful and beloved natural places in the area – places like Climbers Run, Welsh Mountain, Tucquan Glen & Pyfer, Otter Creek, and Shenks Ferry Wildflower preserves.

The Conservancy works to cultivate our connection with nature and educates the community on the importance of clean water, native species, biodiversity, and proper land use. With the support of our community, the Conservancy works to protect the health of our lands, watersheds, and local wildlife – forever.

Position Description:

The Development and Events Coordinator joins Lancaster Conservancy's Development Department to support the organization's annual and special campaign fundraising efforts.

Priorities include providing administrative support and special event coordination to the Development Department to steward strong relationships with Conservancy supporters and prospects to secure philanthropic contributions including individual gifts, legacy gifts, annual fund contributions, foundation grants, corporate support, and special campaign donations to advance the organization's mission.

Primary Duties:

Development Responsibilities:

- Provide overall administrative support for the Development Department including timely and accurate donor acknowledgements; department reporting and analytics; donor proposals and gift agreements; meeting agendas, minutes and materials; sponsorship invoicing; and pledge

Lancaster Conservancy
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Lancaster, PA 17603

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reminders.

- ▶ Assist Accounting & Development Manager with gift processing and data entry as needed.
- ▶ Work with the Development and Marketing Departments to develop, manage, and produce donor communications, including the creation and distribution of fundraising appeals, online fundraising and donor stewardship communications, as well as other digital and print publications pertinent to the department's fundraising needs.
- ▶ Assist in identifying, researching, cultivating, planning, and requesting philanthropic support for the Conservancy.
- ▶ Maintain the accuracy of the organization's donor database through timely record keeping and data entry. Prepare reports on fundraising activities and performance.
- ▶ Follow the organization's document retention policy and fundraising best practices to ensure pertinent donor information and correspondences, such as gift agreements and restrictions, are tracked and executed appropriately.
- ▶ Support new fundraising efforts and opportunities.
- ▶ Perform other duties as assigned.

Event Responsibilities:

- ▶ Plan, manage, market, and execute successful fundraising, cultivation, and donor stewardship events, including the annual fall fundraiser Dine on Harvest Moon, with the Development and Marketing Departments, other Conservancy staff, vendors, and committee volunteers.
- ▶ Help solicit corporate support and coordinate the organization's sponsorship program.
- ▶ Assist as needed with logistics and support for additional engagement and community events.
- ▶ Manage and track expense budget for all donor events.

Office Operations:

- ▶ Work with the operations team to field phone calls to the Conservancy, answer general inquiries at the Conservancy's office, and additional duties as assigned.

Qualifications:

- ▶ Passion for the environment and land conservation
- ▶ Bachelor's degree and two years of successful fundraising or development related experience OR five or more years of demonstrated success in non-profit fundraising and development
- ▶ Ability to work in a fast-paced, high-stress environment, especially during event execution
- ▶ Excellent facilitation, and written and verbal communication skills
- ▶ Ability to interact with and foster positive relationships with diverse stakeholders
- ▶ Extreme attention to detail, ability to work in a highly collaborative environment, and goal-oriented
- ▶ Proficiency with Microsoft Office Suite or similar email, word processing, spreadsheet, and presentation computer software
- ▶ Previous experience with managing a development database — specific experience with Salesforce NPSP is a plus
- ▶ Must be able to occasionally move up to 20 pounds, traverse uneven ground up to 2 miles, and work outdoors in exposed conditions

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- ▶ Evening and weekend work is occasionally required
- ▶ This position must possess and maintain a current, valid driver's license

This is a full-time, salaried, exempt position with competitive pay and benefits. This position is based out of our headquarters in Lancaster City, PA with occasionally travel to meetings and events in both York and Lancaster counties. A hybrid work schedule can be discussed with the position's supervisor.

Salary Range: \$51,000 - \$56,000

Interested, qualified applicants should send a cover letter and resume to Jenn Teson Pitts at JTeson@lancasterconservancy.org by Friday, July 31, 2026. Please list your last name and Development and Events Coordinator as the email's subject line (i.e. Lastname Development and Events Coordinator), and please indicate where you saw the job posted.

Lancaster Conservancy provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state, or local laws.

This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation, and training.

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