



Development Coordinator

Department	Development
Reports to	Executive Director
FLSA	Full-time Exempt
Position Summary	The Development Coordinator coordinates all aspects of donor relationship building, donor stewardship, and donor management, as well as membership and fundraising, including new donor and member acquisition, donor and fundraising events, and other fundraising programs. The Development Coordinator also coordinates and manages grants in conjunction with the Executive Director and other staff members.
Primary Responsibilities	• Collaborates with the Executive Director, Operations and Communications Director, Board & Committee members, and other stakeholders to meet fundraising goals. • Donor Development: ➤ Works creatively with the Executive Director, Board & Committee members, and other stakeholders to develop and implement an annual fundraising plan; ➤ Plans and develops major giving efforts in conjunction with Board, Development Committee, and staff; ➤ Identifies and implements improvements related to the fundraising and membership program, processes, and procedures with the Executive Director, Donor Development Committee, and other stakeholders; ➤ Acts as the primary relationship manager for members and donors; ➤ Researches, identifies, and cultivates potential donors; ➤ Maintains an active portfolio of donors for targeted, personal outreach in the pipeline process with a goal of increasing the active portfolio; ➤ Builds and maintains donor profiles for use by staff, board, and committee; ➤ Coordinates the Donor Pipeline initiative, including scheduling and leading meetings with staff, board, and committee members; making assignments to the Executive Director, board and committee; and tracking, recordkeeping, and reporting; ➤ Schedules and prepares briefing materials for meetings of board members, committee members, Executive Director, and other staff members with donors; ➤ Makes follow-up phone calls or otherwise thanks donors following contributions; ➤ Coordinates, prepares, prints, and mails correspondence to donors; ➤ Assists Operations and Communications Director in writing appeals and related correspondence to donors; ➤ Coordinates and leads endowment and/or capital campaigns; ➤ Coordinates and manages specialized giving programs (i.e. Legacy Leader, Corporate Sponsorship, EITC); ➤ Coordinates and manages logistics for special celebrations, such as the anniversary celebrations; ➤ Coordinates and manages logistics for donor development events, including, but not limited to, luncheons, house parties, benefit concerts, and the annual Foods of the Delaware Highlands dinner; ➤ Coordinates and hosts small-group and individual donor events at the Van Scott Nature Reserve in partnership with board members and Executive Director, as appropriate (many of which will take place on evenings and weekends); ➤ Coordinates and manages donor event calendar; ➤ Accurately maintains the Little Green Light database including creation of new records, updating donor and member information, tracking, and identifying donors to cultivate; • Grant Administration: ➤ Researches, identifies, and prepares applications for grant opportunities through foundations,

	governmental entities, and other sources; ➤ Identifies opportunities for relationship-building with foundations and other grantmaking organizations and pursues with staff/board/committee members, as appropriate; ➤ Oversees maintenance of grant summaries (deadlines, funding uses, funding limit, etc.) and communicates and coordinates with staff about grant details, timing of applications, and various reporting needs and deadlines; ➤ Oversees maintenance of all records associated with grants/funding applied for, denied, and awarded, including by not limited to grant/funding timeframes, amount of funding received, corresponding projects and break-down of funding uses (i.e. direct costs, acquisition costs, transactional costs, staff, etc.), reporting deadlines, etc. • Partnership: ➤ Administers the Green Lodging Partnership program, including acting as point of contact for partners, organizing and attending meetings with prospective and existing partners, setting up new partners and finalizing paperwork, tracking donations and maintaining master spreadsheet, scheduling featured partner stories and big check presentations, and maintaining and supplying promotional materials. • Committee support: ➤ Coordinates Donor Development committee with Executive Director, committee chair, and appropriate staff — sets and distributes agendas, records and distributes meeting minutes, and performs follow-up on tasks assigned; ➤ Participates in other Committee or Board Meetings as assigned, including recording and distributing meetings minutes, and performing follow-up tasks. ➤ Attends Conservancy events as needed. ➤ Attends, tracks, and shares information about appropriate partner events and meetings. ➤ Performs administrative and clerical responsibilities in order to complete the tasks above. • Completes other related tasks and special projects as assigned.
Qualifications	• Bachelors degree or beyond in relevant field of study. • 5-7 years proven experience in donor relationship management, major gifts fundraising, and/or capital campaign management. • Excellent writing, organizational, communication, and people skills. • Strong attention to detail. • Proficiency in Microsoft Office programs. • Ability to work effectively with diverse groups including donors, members, landowners, the general public, federal, county, state, and municipal officials, and conservation partners. • Willingness to work as a self-starting member of a dedicated, energetic team. • Passion for land conservation and for providing quality service. • Valid driver's license and reliable transportation for frequent travel.
Physical Requirements/ Working Conditions	This position requires both office work and car travel. As such, the position requires frequent sitting for long periods, with occasional periods of walking, standing, bending, and reaching materials stored at floor level up to head height. The position requires use of the computer and the telephone, handling large printed materials and archived files in boxes up to approximately 20 pounds. The position frequently requires work at indoor and/or outdoor offsite locations, requiring driving, walking, and standing on uneven terrain.