

## Development Coordinator



[acparksfoundation.org](http://acparksfoundation.org)

## **Come Work with Us!**

The Allegheny County Parks Foundation strengthens the health and vibrancy of our community by improving, conserving and restoring the nine Allegheny County parks. Working in partnership with Allegheny County, the Parks Foundation brings together ideas, leadership and resources to make the parks more sustainable and enjoyable for all. The Allegheny County Parks Foundation raises public and private funds from foundations, corporations, state and federal grant programs and individuals to design and implement projects in our parks in partnership with Allegheny County.

Our **Core Values** include:

**Excellence.** We promote best practices by enhancing the park experience with improvements that incorporate both high-quality design and respectful conservation of historic park assets.

**Sustainability.** We act as stewards of nature and advance sound environmental practices and ecological awareness.

**Healthy Lifestyles.** We help provide facilities and spaces that promote health and well-being through exercise and contact with nature.

**Accessibility.** We are committed to strategies that enable access to parks and park facilities by all county residents and visitors.

**Collaboration.** We build partnerships with citizens and organizations who recognize our network of parks as valued assets for a growing and vibrant community.

## **Position Description**

The Development Coordinator is an integral member of the development team, working to meet or exceed annual fundraising goals and capital fundraising projects. In addition to working with the Development Team, this position coordinates closely with the Marketing & Communications Manager to ensure a blending of fundraising and marketing efforts. This position will encompass all aspects of fundraising, event planning, and outreach, with the goal of raising money and promoting awareness for the Allegheny County Parks Foundation.

The Development Coordinator works as a member of the development team and reports to the Director of Development. This position is designed for a creative and enthusiastic individual who is a self-motivated team player with the ability to meet deadlines, remain flexible, adjust to changing priorities in a fast-paced environment and compliment a strong and well-functioning team. The coordinator will participate in a variety of activities including, but not limited to:

## **DEVELOPMENT**

- Lead database management – enter information, run reports, update records, pull mailing lists, etc.; take complete ownership of database management as an essential function of successful development while following and building upon database Standard Operating Procedures
- Draft and help prepare fundraising appeal letters and related materials
- Draft and prepare a variety of acknowledgment letters for donations in a thoughtful and timely manner
- Manage digital fundraising forms in CRM
- Coordinate with Marketing & Communications Manager on digital communications strategy for appeals, events and other fundraising features
- Support the production of publications (like annual report) used to assist in fundraising efforts
- Conduct individual, corporate, foundation and government donor research
- Perform data analysis to determine effectiveness of fundraising campaigns

- Create and update fundraising platforms (third party payment platforms, GuideStar, etc.) as needed
- Prepare for and attend all Board and Development & Marketing Committee meetings, and participate in as needed

#### **EVENT COORDINATION**

- Help research, identify, and solicit potential sponsors, vendors and partners for fundraising events
- Manage event registration pages in CRM
- Draft and edit correspondence used to create sponsorship packages to solicit funds from potential corporate, retail and small business sponsors
- Assist with vendor, partner and sponsor communications leading up to and following event
- Assist with all phases of pre-planning and event-day activities
- Assist with post-event evaluation and follow-up
- Coordinate with Marketing & Communications Manager and development team on Twilight Picnic for the Parks program and marketing materials as needed
- Leads solicitation of event raffle items
- Additional support as needed

#### **OUTREACH + VOLUNTEER ENGAGEMENT**

- Lead coordination of outreach efforts, strategically choosing events and opportunities that provide the best opportunities for awareness and partnership building (estimated to be about 20 events per year, some requiring evening or weekend availability)
- Work in partnership with Allegheny County staff and Park Rangers to help plan, coordinate and implement projects, opportunities and events
- Lead development of a volunteer engagement program for the organization that engages corporations, partner organizations, and individual volunteers
- Develop and coordinate volunteer opportunities between the development and projects teams
- Cultivate relationships with other similar organizations
- Attend community events on behalf of the organization to build awareness
- Serves as a representative of the organization at outreach and volunteer engagement opportunities

#### **Necessary Skills and Qualifications**

- Bachelor's degree and/or 2 years of equivalent experience preferred
- Strong organizational, self-discipline and time management skills necessary to work independently and remotely, with keen attention to detail
- Excellent oral and written communication skills
- Experience and interest working with CRM databases
- Proficiency in Microsoft Office, specifically Word and Excel is required
- Experience with Adobe Creative Suite or Canva a plus
- Comfortable working in a variety of settings
- Experience working in a nonprofit setting a plus
- Excellent team player focused on advancing the mission of the Parks Foundation
- Ability to lift 40lbs preferred

- Reliable transportation and cell phone required

### **Compensation and Benefits**

The position is full-time exempt. Salary is commensurate with experience and demonstrated skills within the range of \$35,000-45,000. Benefits include 11 paid holidays with 2 flex holidays, 15 paid vacation days and 6 paid personal days; medical benefits covered for employee at 80% cost; vision and dental insurance optional; life insurance; contribution to a retirement account; and 35-hour work week.

Current working conditions are remote with a weekly in-office day every Tuesday with occasional on-site meetings required. These current conditions are subject to change based on needs of organization. Our office is located in Boyce Park. Occasional evening and weekend hours will be required due to events, with the opportunity to flex time throughout the week to remain at 35-hour work week.

The Allegheny County Parks Foundation is a tax exempt 501(c)(3) organization and is an Equal Opportunity Employer. We employ, train, compensate, and promote regardless of race, color, religious creed, ancestry, national origin, age, sex or sexual preference or the presence of a non-job-related medical condition/disability.

### **Allegheny County Parks Foundation Non-Discrimination Policy**

The organization shall not discriminate against any employee, applicant for employment, independent contractor, or any other person because of race, color, religious creed, ancestry, national origin, age, sex, gender, gender identity, sexual orientation, veteran status or the presence of non-job related medical condition/disability.

### **Why You Should Apply:**

- Competitive salary
- Comprehensive Benefits Package
- Flexible (35 hours/week) Work Schedule
- Opportunity to work with a small team committed to creating an uplifting workplace culture
- Opportunity to improve your Allegheny County Parks

### **To Apply**

Please send a cover letter and resume with the subject line "Development Coordinator Application" to Caitlin Harpster at [charpster@acparksfoundation.org](mailto:charpster@acparksfoundation.org). In your email, please include how you heard about this position. All applications are strongly encouraged to be submitted by **April 30th**. We will schedule interviews on a rolling basis with the goal of this position starting by June 2nd.