



## Director of Development

**The Schuylkill Center for Environmental Education**, a leading environmental education provider for the Philadelphia region, seeks a Director of Development to guide its fundraising efforts. Founded in 1965 as the nation's first urban nature center, the center's 340-acre preserve is the site for a diverse array of school and public programs that reach thousands of people annually, preschoolers through adult.

Candidates must be strategic thinkers with at least six years of fundraising experience and demonstrated results in annual fund and major gift solicitation, membership, capital campaigns, and planned giving, with a passion for education and the environment.

This is a full-time salaried position with a range of benefits including vacation, health, dental, vision and retirement. The salary is commensurate with experience. Position reports to the Executive Director, serves on the leadership team, and starts immediately.

### Responsibilities

- Create and implement annual and long-term development plans, including membership, annual appeals, major gifts, corporate sponsorship, capital fundraising, planned giving, and grants.
- Develop, monitor, analyze, and report on the department's budget.
- Manage staff and participate in senior-level staff meetings.
- Oversee printed fundraising materials from concept through distribution.
- Conduct prospect research, maintain donor records, and cultivate donor relationships.
- Coordinate special events like the annual fundraiser, house parties, and other special events.

### Qualifications and Requirements

- Bachelor's degree. Master's degree in nonprofit management/administration or a related field and/or CFRE credentials are assets.
- At least 6 years of nonprofit fundraising experience, several in a leadership position. Proven success with high net-worth donors.
- Proficiency and experience with a fundraising database, especially Raiser's Edge.
- Strong relationship-building and verbal and written communications skills.
- Demonstrated ability to manage staff, including hiring and performance reviews.
- Availability for occasional weekend and evening events.

**To Apply:** Please send a letter of application, detailed resume with three references, and salary requirements (no phone calls, please) to Mike Weilbacher, Executive Director at [mike@schuylkillcenter.org](mailto:mike@schuylkillcenter.org) or mail to: Mike at Schuylkill Center for Environmental Education, 8480 Hagy's Mill Road, Philadelphia, PA 19128

**Deadline:** Please apply by the close of business on Friday, July 3, 2015.

**The Schuylkill Center** is an equal opportunity employer and does not discriminate on the basis of race, ethnicity, religion, gender, gender identity, sexual orientation, disability, or age. Women and minorities are encouraged to apply.