



Development Associate

The Schuylkill Center for Environmental Education seeks a passionate and energetic fundraising professional to join our small but growing team to assist in our fundraising efforts.

The Center seeks an experienced and highly motivated candidate to provide grant writing support and foundation and corporate relations fundraising assistance to forward its mission and bring the Center's fundraising efforts to the next level. The successful candidate will be an experienced grant writer who is a compelling storyteller and a confident verbal and written communicator. This individual will work with the Executive Director and Director of Development to understand the fundraising goals of the Center and develop strategies to attain general operating, programmatic and special project support.

The candidate should also possess a strong work ethic, be self-motivated, organized and detail-oriented and approach their work with a sense of dedication to the Center's mission. The position requires a maximum of 40 hours of work per week. This position reports to the Director of Development.

Duties and Responsibilities

Grant Writing and Management

- Write grant proposals and interim/final reports for both program and general operating needs, prepare supplementary materials
- Be an initial point of contact between prospects and the Center by managing introductory contact with foundations and corporations
- Assist in managing grants calendar for development department
- Conduct proactive and reactive research to identify foundation and corporate funding opportunities and leverage new opportunities and trends in environmental education, early childhood education, land stewardship, environmental art, and wildlife rehabilitation philanthropy to secure new sources of funds for the Center
- Coordinate and support other departments in gathering impact data
- Collaborate to prepare annual, quarterly and monthly internal reports and forecasts
- Assist with other fundraising activities as needed
- Assist with other organization-wide development support when needed

Donor Cultivation and Stewardship

- Plan and execute the production of direct mail and web-based solicitations and acknowledgments
- Coordinate, write and personalize monthly membership renewal mailings, reply forms, and acknowledgments to donors
- Plan and execute the production of monthly donor update emails
- Work closely with fellow staff and board members to coordinate donor visit and cultivation/stewardship efforts

- Collaborate with the Communications department to develop key messages and storytelling to enhance the Center's brand and support fundraising efforts
- Utilize Salesforce as the primary tool to keep a record of and plan for donor identification, qualification, cultivation, solicitation, and stewardship
- Work on other Development related duties as they are assigned to you by the Director of Development. (new virtual events, data mining, donor research, portfolio review, budgeting, campaign planning, etc.)
- Assist the Director of Development with Board of Directors and Advisory Committee communication, cultivation and stewardship

Implementation/Strategy

- Assist the Director of Development with the creation and implementation of annual and long-term development plans, including membership, annual appeals, and donor cultivation/stewardship communications
- Execute Membership Gear Borrowing Program
- Help advance a Culture of Philanthropy across the organization and Board of Directors

Education, Experience, and Qualifications

- Bachelor's degree in related field such as Communications, Creative Writing, English, Business Administration or Non-Profit Management with at least two to five years of relevant work experience
- Proven experience writing corporate and foundation grant proposals and ability to manage several assignments concurrently are essential
- Excellent knowledge of proposal submission and fundraising process, fundraising techniques and strategies
- Strong research skills and knowledge of information sources such as trends, statistics and information on foundations and other potential funders
- Familiarity with the Center's regional and national grant makers that support similar organizations is highly preferred.
- Working knowledge of how to meet program income goals
- Working knowledge and understanding of budgets and presentation of budgets to grant making institutions
- Proficiency and experience with a fundraising database, especially Salesforce

Physical Demands/Work Environment

The physical demands and work environment characteristics described are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The employee is also regularly required to stand, walk, and use hands and arms to operate general office equipment (PC, telephone, file cabinets, copier, fax machine, and printer). The noise level in the work environment is usually moderate to low.

Compensation

This is a full-time salaried position with a full range of benefits, including vacation, health, dental, vision, and retirement. Salary is commensurate with experience.

To Apply

Please send a resume and cover letter to Caroline Linz, Director of Development, at caroline@schuykillcenter.org.

The Schuylkill Center is an Equal Opportunity Employer and does not discriminate based on race, color, gender, religion, national origin, or sexual orientation. We value a racially, ethnically, and culturally diverse work community and we strongly encourage applications from people of all backgrounds. E.O.E