



Position Opening
Development Coordinator

Position Summary

Parks & Trails New York seeks a dynamic, creative individual with demonstrated attention to detail to advance PTNY's mission by strengthening its fundraising capability.

Reporting to the Director of Development and working closely with other staff in a collaborative environment, the Development Coordinator is responsible for administrative functions related to fundraising, assisting the Director of Development in stewarding members, donors, and corporate partners, aiding grant development, helping with communications, and providing event planning and support as it relates to fundraising.

Detailed Responsibilities

● **Administrative Fundraising Functions (45%):**

- Accurately enter donors and memberships into Customer Relation Management system (Neon)
- Send timely gift/membership acknowledgements
- Support website maintenance
- Work with vendors and track project status and payments

● **Financial Supporter Stewardship & Communications: (40%)**

- Develop outreach and marketing materials
- Organize, generate, and execute fundraising-related social media content; develop themes and calendars; track and analyze impact with focus on fundraising campaigns
- Aid development of donor, member, and corporate partner communications, including appeal letters, list development, sponsorship slide decks
- Run reports and perform analysis on fundraising efforts to assess impact and suggest improvements
- Support production (writing and graphic design) of a range of publications, including monthly digital newsletter and biannual print newsletters
- Work closely across teams to ensure up-to-date information on programs, advocacy, and impact

Events: (5%)

- Support event development and execution, including fundraising events, cycling events, and other gatherings

● **Misc: (10%)**

- Liaise with Board, specifically Development Committee, to support Board fundraising efforts
- Attend Development Committee meetings and take notes
- Assist with grant writing and research
- Assist with donor research and prospecting

This list is not intended to be exhaustive. Parks & Trails New York is a collaborative work environment, and duties outside the scope of those listed above will arise.

Qualifications

- Bachelor's degree or higher, or commensurate experience
- At least three years of experience in relevant work
- Excellent visual and written communication skills
- A self-starter able to work with minimum supervision and thrive in a collaborative environment
- Knowledge of and experience with email marketing platforms, donor management systems, Google Suite, and Microsoft Suite (PTNY uses MailChimp, Neon CRM, and Google Drive)
- Ability to multitask effectively
- Detail-oriented

Desired Qualifications

- Proficiency in design software such as InDesign and Canva
- An interest in New York's parks, trails and public green spaces
- Experience with DEI work and Community Centric Fundraising principles
- Experience in donor prospect research
- Social media fundraising experience

Compensation and Location

Salary range \$40,000-\$45,000 depending on experience; [attractive benefit package](#) including health and dental, retirement, generous vacation and sick time.

PTNY has offered a remote working environment during Covid-19 and expects to maintain options for flexible schedules and remote work. This position requires ability to do in-office work from time-to-time for projects such as mailings.

How to apply

Submit cover letter highlighting relevant experience, a writing sample (preferably development related), and resume, with subject line "Development Coordinator PTNY," to careers@ptny.org.

We will begin contacting candidates for interviews as early as the week of June 13. The hiring process will involve two rounds of interviews. The position will remain open until filled, with a target start date of early August.

Parks & Trails New York is an equal-opportunity employer, and encourages groups underrepresented in the environmental and conservation fields (such as Black, Indigenous and people of color; individuals living with a disability; and trans, non-binary and gender non-conforming individuals and women) to apply.

Parks & Trails New York is the leading statewide advocate for New York's parks and trails, providing a voice for park and trail users and supporters with decision makers and the environmental community. www.ptny.org