



Development Coordinator Job Description

Pennsylvania Resources Council stewards resources to prevent waste and conserve the environment – building awareness, enabling action, and supporting systems change

Status: Part-time / Permanent

Salary Range: \$20,000

Supervisor: Executive Director

Location: Pittsburgh, PA or Media, PA; Hybrid – remote/in-person

Purpose of the Position: The development coordinator collaborates with the executive director to organize, execute, and track PRC's fundraising efforts. The coordinator helps to plan and execute PRC's spring campaign, end-of-year campaign, Zero Waste Non-event, small donor gatherings, and other potential fundraising efforts. The coordinator maintains PRC's donor database, manages administrative tasks associated with fundraising, and supports communications with donors. The coordinator also helps to research foundations.

Essential Functions

- Organize, execute, and track fundraising campaigns
 - spring appeal
 - end-of-year appeal
 - Zero Waste Non-event (or other sponsorship driven campaign)
- Support the organization of small donor gatherings and other potential efforts
- Maintain PRC's donor database (NEON ONE), ensuring systematic and accurate entry of donor information
 - Pull lists from donor database for campaign distribution
 - Pull reports from donor database
- Manage administrative tasks associated with fundraising
- Support communication with donors
- Coordinate with communications consultant on distribution of fundraising messages and materials
- Coordinate with appeal writer
- Facilitate monthly fundraising coordinating meetings
- Research potential foundations to support PRC
- Potentially periodically support other administrative needs at PRC if the need arises

Relationships

- Reports directly to the executive director
- Collaborates with deputy director, communications consultant, and environmental program specialist
- Potentially collaborates with board members and select donors

Attributes

- Experience with nonprofit fundraising
- Experience administering fundraising campaigns

- Proficiency with at least one customer relationship management system (CRM) or donor database
- Strong administrative and organizational skills
- Proficiency operating computer systems, including Microsoft Office 365 and Office programs, desktop publishing, e-mail, internet
- Common sense, organized, accurate, team player, sense of humor, and willing attitude
- Self-motivated, dedicated to accomplishing tasks, able to take initiative, troubleshoot and solve problems
- People oriented, able to work well with other staff and professionally represent PRC
- Passion for conservation preferred

Benefits: Benefits include paid vacation and sick leave.

PRC is an equal opportunity employer. It is the policy of Pennsylvania Resources Council to employ the person best qualified for the job regardless of race, color, religion, age, sex, sexual orientation, national origin, disability or marital status.

PRC is committed to environmental justice. We contribute to efforts to address the disproportionate environmental burdens borne by low-income communities and communities of color. In pursuit of our mission, we aspire to sustain an inclusive, equitable, just, and welcoming culture where differences are embraced.

To apply address a cover letter and resume to Darren Spielman at admin@prc.org.