

Denison Pequotsepos Nature Center

*Mission: to inspire an understanding of the natural world and ourselves as part of it –
past, present and future*

Position Title: Philanthropy Coordinator

Reports To: Executive Director

Job Summary

This position works under the Executive Director and in close collaboration with staff to plan and implement the DPNC Development program. This full-time position holds responsibility for the organization's fundraising and support programs – annual appeals, direct mail, government, corporate and foundation support as well as patron sponsorships and major gifts.

Primary Relationships

This position is supervised by the Executive Director and serves as a member of the senior staff team. Works in close collaboration with other administrative staff. This position does not supervise staff, but may supervise volunteers or interns.

Primary Responsibilities

- Develops an effective development plan including overall fundraising, in collaboration with the Executive Director, Development Committee and others
- Provides hands-on implementation of the annual and Multi-year Development operational plan and budget to ensure that the organization's long-term and annual development plans and strategies are being met
- Coordinates and oversees the planning, scheduling, and budgeting of all appeals
- Works with the Executive Director to effectively identify, research and cultivate donors and trustee candidates
- Implements appropriate donor communications including acknowledgement letters and other correspondence, newsletters, special mailings, telephone and in-person contact
- Oversees the maintenance of the membership database including ensuring the timely and accurate processing and acknowledgement of all donations
- Develops, initiates and monitors all fundraising activities and, in collaboration with appropriate staff, participates in relationship-building, follow-up and reporting
- Provides timely and accurate analysis of programs and progress to the Executive Director
- Attends regular management team meetings to address organizational issues and collaborates on organizational initiatives as a member of the management team
- Contributes to the development of plans and strategies and the resolution of operational issues together with other teams

Qualifications

Required:

- Bachelor's degree with minimum of two years fundraising experience
- Donor relations skills and knowledge of local community and funding opportunities
- Proven track record and the ability to successfully raise funds, make presentations, direct mail activities, prepare foundation requests
- Energetic and self-directed, with effective time management and organizational skills
- Ability to deal with several priorities at the same time
- Ability to work both independently and in collaboration with other staff members
- Excellent database skills including managing data and tracking prospects
- Excellent inter-personal and communications skills, both oral and written