

Pocono Environmental Education Center

Position Description

Title: Director of Development

Accountability: Reports directly to the Executive Director

Position Summary:

The Director is responsible for raising private and public funding, including identifying, cultivating and stewarding donors -- individuals, corporates, foundations and public entities. Research on potential donors and funders, along with building long term relationships with PEEC, are critical to long term success. Duties including developing and writing grant proposals to appropriate funders and subsequent reporting of results. Responsibilities also include running the annual giving program and special events fundraisers, including both event coordination and soliciting sponsorships.

Primary Duties:

- Develop and execute a development plan for individual, foundation and corporate donors, capitalizing on PEEC's existing relationships and building new ones.
- Conduct donor stewardship strategy to ensure and improve the benefits from their funding.
- Work in consultation with the Executive Director and senior staff members to identify granting opportunities to expand PEEC's program objectives. Focus will be placed on public and private funders that support education, sustainability and environmental stewardship.
- Maintain grants calendar with appropriate deadlines for LOI's, proposal submission, reporting, and payment.
- Coordinate the activities of the Development Committee.
- Cultivate existing relationships and establish new inroads into the metropolitan New York, metropolitan Philadelphia, northern New Jersey, and northeast Pennsylvania markets to support current and future programs benefitting students and other individuals.
- Oversee PEEC's annual fundraising events, which have included: 5K run, golf outing, benefit concert and gala dinner.
- Work with the Executive Director to continue the current 21st Century Sustainability Campaign and complete the capital funding program for Sustainability Lodge.
- Work with the Marketing Manager and the Executive Director to develop and execute the annual campaign comprising Membership appeal, Friends of PEEC appeal and any other appeals that are initiated.
- Oversee and manage PEEC's eTapestry Constituent Relationships Management tool system.
- Develop and execute a planned giving and estate legacy gift program for PEEC.

Position Requirements:

- A minimum of three-years' experience and a proven track record of creating and cultivating a base of donors for a non-profit organization.

- A minimum of three-years in preparing grant proposals and a track record of securing grants of \$10,000 - \$500,000 or more.
- Experience running fundraising events for 100+ donors/ participants
- Exceptional analytic, writing, and oral communication skills
- Experience in outdoor, environmental, and sustainability education preferred.

Compensation

- Salary based on experience
- Subsidized medical, vision, dental, 403(b)

Start Date: January 15, 2018

Email cover letter, resume, successful grant list and grant narrative writing sample to:
jrosalsky@peec.org