



Position Description Development Coordinator

Westchester Parks Foundation, founded nearly fifty years ago, engages the public to advocate for and invest in the preservation, conservation, use, and enjoyment of the 18,000 acres of parks, trails, and open spaces within the Westchester County Parks system. Our programs and activities are focused on enhancing our park system and the experience of the community within them.

We are a passionate and creative team who recognizes our parks are here for everyone – to build memories, spend quality time with loved ones, clear the head, or further fitness goals. Whatever you like to do, there is a park for you! We push boundaries and execute programs for the benefit of the public. Everyone has their story of what parks mean to them and we want to ensure our parks are here, and the best version they can be for generations to come. To learn more about the WPF go to www.thewpf.org

Job Type: Full-time

The Development Coordinator will join a robust team of professionals, reporting to and in partnership with the Director of Philanthropy and Community Engagement, will help weave the values of WPF into the day-to-day fundraising campaigns and corporate philanthropy partnerships.

This role offers the opportunity to flex your creative muscles to engage individual and corporate donors in support of WPF's mission. The Coordinator will create and share content that furthers our individual and corporate giving efforts, improve data systems, and manage donor information in the donor database (Bloomerang) with an aim to increase donor giving and engagement.

They will also spearhead the acknowledgment, recognition, and stewardship of donors, and manage a small portfolio of annual fund donors. Additionally, the Development Coordinator provides administrative support to the Director of Philanthropy and Community Engagement as needed.

Who You Are

- You take the initiative to ask clarifying questions when managing projects
- You are detail oriented; ensures accuracy in communications,
- You preferably have 2-3 years' experience with social media campaigns and a passion to build a socially and environmentally just world, with an interest in a fundraising career.
- You have excellent interpersonal, verbal, and written communication skills, with experience writing marketing and solicitation content for email and social media.
- You are a strategic thinker with the ability to flourish in fast-paced environments with competing demands.
- You can operate with ease in collaborating, liaising, and negotiating with multiple diverse constituencies and departments by tailoring your communication efforts to various audiences.
- You have the ability to retain detailed programmatic information and act as a programmatic resource for the department.

- You have exceptional organizational skills and the ability to create and maintain systems to support the organization.
- You are a strong task and project manager with the ability to maintain oversight of details as you coordinate many moving pieces under tight timelines.
- You are proficient in Microsoft Suite, Google Suite, and have experience with fundraising databases such as Bloomerang.
- You are growth focused and thrive on designing, implementing, and evaluating initiatives, processes, and systems.
- You are familiar with the mission of the organization, and have an interest in the issues within parks and open space.
- You are ready to speak with confidence about the issues that concern our donors.
- You preferably have some experience writing, creating, and editing video content.

What You'll Be Responsible For

Key responsibilities of the Development Coordinator include but are not limited to:

Fundraising Strategy & Implementation

- Coordinate multi-channel (email, social media, phone) appeals throughout the year, including vision, timing, content writing, workflow management, and working with internal stakeholders across departments.
- Create social media toolkits for partners (board, donors, corporates) to share content with their networks.
- Design and implement new matching gift strategy.
- Draft correspondences (such as pitch decks and informational materials) to secure and maintain individual corporate relationships.

Tracking and Analysis

- Ensure accuracy and completeness of records in Bloomerang database, including tracking of appeals, contact information, and relationship history.
- Research donor trends and strategies to improve retention and acquisition rates (such as monthly donors, lapsed donors, annual).
- Generates reports and updates fundraising records in Bloomerang database, including preparing reports for relevant internal stakeholders.

Donor Stewardship

- Supports the Director of Philanthropy and Community Engagement with implementing and managing a comprehensive donor stewardship plan (this includes all forms of donor communication, such as phone calls, as well as written and electronic correspondence).
- Supports the creation and execution of an annual fundraising and donor engagement strategy.
- Ensures streamlined donor engagement by leading the gift acknowledgement process, including drafting, and mailing of donor acknowledgement letters, donor reports, tribute packets, pledge reminders and other periodic donor-centric reporting.
- Implements the day-to-day administration of the stewardship program and answers donor inquiries.

Gift Processing

- Provides tax acknowledgments for all donations.
- Promotes and tracks matching gift opportunities.

Other Responsibilities

- Support philanthropy team in crafting language for grant proposals, campaigns and events, on special projects as needed.
- Other tasks and projects as requested by the Director of Philanthropy & Community Engagement, Deputy Executive Director and/or Executive Director.

Minimum Requirements

- Bachelor's degree or equivalent combination of education or experience
- 2+ years' professional experience in nonprofit development or equivalent
- Excellent organizational skills, attention to detail, time management skills and the ability to prioritize
- Ability to work in a fast-paced, team environment and to carry out projects independently, managing multiple deadlines and using own initiative

Compensation & Benefits

\$60,000 annually, which will include weekends and some evening requirements. Subject to annual review and evaluation. Probationary period of not less than three (3) months and ending after no more than six (6) months upon successful completion. Medical, dental, vision benefits available, 403(b) plan, sick time, three weeks vacation and compensatory time eligible. Each employee is able to work from home one day per week. We are a workplace that promotes continual learning and teamwork, offering lunch and learns, team outings, holiday gatherings and more for our staff.

To apply, send cover letter, resume and writing sample to Christine La Porta, Deputy Executive Director, and Erin Cordiner, Director of Philanthropy & Community Engagement at christine@thewpf.org and erin@thewpf.org. No phone calls or office visits, please.