

# Outreach & Development Coordinator

Friends of Five Rivers Environmental Education Center (FFR) is pleased to announce a full-time position for a qualified and talented Outreach & Development Coordinator. This position reports to the Executive Director and is an exciting opportunity for an experienced candidate who will work to develop, plan and secure short and long-term fundraising opportunities for the Friends of Five Rivers.

FFR is the not-for-profit that operates in partnership with NYS Department of Environmental Conservation at the Five Rivers Environmental Education Center in Delmar, NY. The coordinator will join a dedicated team working to provide outstanding educational opportunities that excite, inspire, and motivate people of all ages to enjoy, understand, and protect our natural environment. This position is full-time, for 35 hours per week. Some weekend and evening hours will also be required. Salary \$29,000 - \$31,000 /year.

## Key Responsibilities:

- Work with the Friends of Five Rivers board, committees and Executive Director to develop and implement an Outreach and Development plan.
- In conjunction with the Executive Director, develop and carryout annual fundraising campaigns, including direct mail, newsletters, social media, special events, email campaigns, grant applications, etc.
- Acknowledge all donations in a timely manner.
- Maintain accurate database for tracking donations and prepare mailing list of supporters.
- Work closely with, staff regular committee and board meetings, and support the efforts of the outreach and development committees.
- Develop and oversee all fundraising efforts including the Amazing Earth Day Race, Fall Festival, Annual Birdseed Sale and other events as determined.
- Publicize programs and develop a marketing and social media campaign.
- Host regular volunteer recruitment events throughout the Greater Capital Region.
- Assist with various administrative and other duties, as assigned.

## Minimum Qualifications:

- Bachelor's degree. Relevant experience can be substituted for a degree.
- Knowledge & experience of non-profit sector.
- At least 2-4 years of marketing and fundraising experience in a non-profit setting.
- Ability to create effective promotional materials.
- Familiarity with donor database and publishing software. eTapestry, Constant Contact and Facebook a plus.

## Key Attributes:

- Experience with grant writing, communications, publicity, and media relations.
- Excellent project management skills with the ability to successfully manage multiple projects at once.
- Excellent written and verbal communication skills.
- Excellent organizational skills and attention to detail.
- Strong sense of community and passion for FFR's mission.
- Strong logistical planning and coordination skills.

**To apply:** If you appreciate our natural environment, have fundraising experience, and are interested in exploring this opportunity, send a résumé, cover letter and list of three references to [FriendsFiveRivers@outlook.com](mailto:FriendsFiveRivers@outlook.com) or mail to Friends of Five Rivers, 56 Game Farm Road, Delmar, NY 12054 - Attn. Joanne Macklin

Outreach & Development Coordinator – Bachelor’s degree with a minimum of 2 years fundraising experience. Send resume, cover letter and 3 references to: [FriendsFiveRivers@outlook.com](mailto:FriendsFiveRivers@outlook.com) or mail to Friends of Five Rivers, 56 Game Farm Road, Delmar, NY 12054