



## **Development Coordinator Job Description**

### **About Us**

North Branch Nature Center's mission is *Connecting People with the Natural World*. We envision a world where people of all ages learn, teach, and play together in nature, supporting healthy, resilient communities and ecosystems. More than 15,000 people visit North Branch Nature Center (NBNC) annually to be immersed in the natural world through environmental education, natural history, and community science programs. Our 28-acre campus of forest and fields is nestled in a gentle bend of the North Branch of the Winooski River, just two miles from downtown Montpelier, Vermont, and is popular as a year-round place to walk, ski, swim, or simply to do nothing beside the river. We believe that all people deserve access to nature and nature education, and are actively working to address the barriers that exist to making that a reality.

### **The Position**

NBNC is adding a part-time position, Development Coordinator, to our small but mighty development team. Reporting to and working closely with the Deputy Director, who leads our fundraising efforts, the Development Coordinator will manage our database, help coordinate NBNC's fundraising campaigns, and take a supportive role in relationship-building with donors and members. Depending on the successful applicant's skills and interests, the position could also include the development and management of fundraising events and/or NBNC's corporate giving program, and can grow with the applicant. Work and team culture is very important to NBNC – we want someone who will be part of a lively and engaged team, and we also can offer the flexibility, after a period of training, to work some hours from home if desired, with a minimum of one day/week in the office. Help NBNC's team succeed and achieve our mission of connecting people with the natural world!

### **Key responsibilities**

- Manage NBNC's constituent database (Neon CRM) for optimal use by our team as a tool for constituent relationship-building. Lead the team in learning the database for team efficiency. Lead data entry and clean-up. Pull lists and reports, analyze trends and help support the team in using the database to support efficiency.
- Help coordinate direct mail, email, and social media fundraising campaigns.
- Assist with other development functions, including online donation form-building and grant research and preparation.

### **Likely additional responsibilities, depending on applicant interest and abilities**

- Outreach to current and future supporters, members and individual donors to welcome them, clarify information, survey them, and engage them in NBNC's community.
- Help develop an annual benefit event designed to raise funds and build relationships among our supporters. Lead the logistical planning and execution, evaluation, and continual improvement of that and other fundraising events.
- Develop our corporate giving program, including establishing and stewarding partnerships with existing and potential business partners; contribute to the growth of monetary, in-kind, and volunteer time contributions from businesses and corporations.

### **Requirements**

- A passion for NBNC's mission of *Connecting People with the Natural World*.
- Experience with database management (Neon CRM experience a plus!).
- Ability to utilize computers and technology efficiently.
- Project management and organizational skills.
- Strong people skills, and written and verbal communication skills.
- Personal commitment to maintaining strict confidentiality.

### **Additional desired attributes/skills**

- Experience with the execution of in-person events for up to 250 people.

- Experience with fundraising activities such as business sponsorships and/or grant research or writing.

## Position Details

**Compensation and Benefits:** \$20/hour. Benefits package at 16-17 hours per week includes a SIMPLE IRA retirement plan, NBNC program fee waivers, and, after a period of training, a flexible work-from-home/office policy, with the expectation of at least one day/week in the office. Benefits package at 18-20 hours per week also includes paid sick time and paid leave time.

**Job status:** Part time regular, hourly, non-exempt, year-round position. We are open to a range of 16-20 hours/week on average, depending on the candidate's preference and schedule. Requires some evening and weekend work.

**Reports to:** NBNC Deputy Director.

**Supervises:** No supervisory duties; some volunteer coordination in support of fundraising events and activities.

## To apply

**To apply,** please submit a cover letter and resume to Deputy Director Emily Seiffert, [EmilyS@NorthBranchNatureCenter.org](mailto:EmilyS@NorthBranchNatureCenter.org). Applications will be reviewed on a rolling basis starting January 15, 2024, with the position open until filled, and with an ideal start date by early March, 2024.