**Full Description**

**Summary**

The Elizabeth River Project, one of the oldest and largest environmental non-profits in Virginia, seeks a Development Coordinator to manage the fundraising efforts in support of the organization’s mission—to restore the environmental quality of the Elizabeth River.

This is a unique opportunity to work for one of the most respected local environmental groups in Virginia to make a positive difference in the region’s quality of life.

**Scope of Work**

Coordinate all aspects of the organization’s development operations, including growing the membership base, planning and presenting events, managing development communications and implementing other special and project-focused campaigns as needed.

**Responsibilities**

Reporting to and in partnership with the Executive Director, the Development Coordinator will be part of team that implements the Elizabeth River Project’s annual and special project development efforts.

Responsibilities include:

* Execute a strategic fundraising plan
* Oversee the membership and direct mail campaigns
* Manage all fundraising communications
* Develop and track proposals and reports for foundation and corporate fundraising
* Manage fundraising and cultivation events
* Other duties as assigned

**Qualifications**

Demonstrated excellence in organizational and communications skills and expertise in working with a donor database (we use Donor Perfect) is requested. Candidate should have excellent

customer service skills and the ability to manage multiple projects with competing priorities while maintaining a high degree of attention to detail. Some nights and weekends are required.

The successful candidate will have:

* The ability to build and maintain strong relationships
* A positive, “can do” attitude and thrives in a small, fast-paced office
* A strong commitment to excellence
* Excellent communication skills and attention to detail
* A lively interest in improving the environment

Salary and Benefits: Commensurate with experience. Full time or flexible schedule negotiable. The Elizabeth River Project provides a comprehensive benefits package that includes paid vacation and holidays, a paid “personal day” a month, cost-share for health insurance (fully paid by employer after 3 years), employer-paid life insurance and on-going staff development.

To apply, send cover letter, resume and three professional references to erpsearch@vafundraising.com.

Updated June 2015

Abbreviated AD

**Development Coordinator**. Excellent administration/marketing/development & customer service skills required. Full description can be found at elizabethriver.org/employment. Send cover letter, resume and three professional references to erpsearch@vafundraising.com