

Development Coordinator

Reports to: Culture and Operations Manager



PennFuture's mission is to lead the transition to a clean energy economy in Pennsylvania and beyond. We protect our air, water, and land, and empower residents to build sustainable communities for future generations. Working throughout the Commonwealth, PennFuture's team of attorneys, policy experts, organizers, communications specialists, and advocates watchdog against polluters and environmental injustices, educate the public, and advance pro-environment policies.

INTRODUCTION:

The Development Coordinator at PennFuture provides support to several aspects of PennFuture's fundraising work, including coordinating mailings, conducting gift entry into PennFuture's database (EveryAction), pulling lists and reports to aid the development staff in their donor engagement and constituency communications work, ensuring all donors are thanked in a timely and accurate manner, and coordinating deposits of philanthropic contributions. The Development Coordinator role, which is a part-time, 15-hours per week position, reports to the Culture and Operations Manager and works closely with the Consulting Director of Development.

COMMITMENT TO DIVERSITY, EQUITY, INCLUSION, AND JUSTICE:

PennFuture knows that to achieve our mission, we need to ensure that all Pennsylvanians have equitable access to clean air, clean water, a stable climate, and a clean and sustainable economy. We are committed to ensuring diversity, equity, inclusion, and justice in our organizational culture, policies, practices, and programs. Like the environmental and conservation movement writ large, we have historically fallen short in our efforts to build a truly equitable Pennsylvania. Our vision is to center equity and justice in everything we do as well as to combat systems of oppression and injustices that have long harmed Pennsylvania's environmental justice communities.

JOB RESPONSIBILITIES:

Supports PennFuture's fundraising, development, and donor communications work, including:

- Mastering and effectively utilizing Penn Future's donor database, EveryAction
- Coordinating the entry of all PennFuture gifts from individual and institutional (e.g., foundation, corporate, government) into our EveryAction database
- Pulling list from EveryAction to guide PennFuture's donor engagement work and to inform reports to the Board of Directors
- Ensuring donors are thanked in an accurate and timely manner
- Preparing batch report and depositing all gifts
- Attending strategy meetings with the development staff
- Other activities as assigned

PREFERRED EXPERIENCE AND SKILLS:

- Professional experience providing fundraising support in a nonprofit (or industry adjacent) context
- Excellent written communication skills
- Attention to detail
- Data and deadline-driven
- Commitment to the values of diversity, equity, inclusion, and justice and employing that in all their work
- Strong affinity for environmental advocacy
- Ability to work with diverse groups of people
- Professional and resourceful style
- Ability to work independently and as a member of a team
- Ability to manage multiple tasks and projects at a time

LOCATION, SALARY, AND BENEFITS:

The Development Coordinator position is based in its Harrisburg, PA office. In general, PennFuture follows a hybrid work structure where employees can work remotely, from the office, or in the field, as needed, based on demands of specific tasks, team collaboration, or personal work preferences. Staff work with their supervisor to ensure the right balance.

For example, the Development Coordinator position requires weekly meetings with the executive and development staff as well as regular, in-office activities.

This is a part-time (15 hours per week), non-exempt position. Compensation is in the \$20 - \$25 per hour range, depending on experience. This is a non-benefitted position.

PennFuture encourages applications from individuals underrepresented in the environmental community, including people of color, and persons with nontraditional work and educational experience. All applicants will receive consideration without regard to race, color, national origin, marital status, religion, gender, age, disability, sexual orientation, or political affiliation. PennFuture requires proof of vaccination against Covid-19 as a condition of employment but, in some circumstances, we may provide an exemption based on a medical condition that precludes vaccination or because of a deeply held religious conviction.

SUBMISSION:

Applications will be reviewed on a rolling basis until the position is filled. Please submit your cover letter, resume, and contact information for three references to yardsley@pennfuture.org. Please write "DEVELOPMENT COORDINATOR" in the subject line.