



Job Title: Development Coordinator

The Harris Center for Conservation Education

Since our founding in 1970, the Harris Center has become a transformative force in the Monadnock Region, where we promote understanding and respect for our natural environment through education of all ages, direct protection and exemplary stewardship of the region's natural resources, conservation research, and programs that encourage active participation in the great outdoors.

Development Coordinator Position

The Development Coordinator will be the primary manager of the Harris Center's development programs including annual, planned, foundation, and corporate giving. The Coordinator will work with the Executive Director, board, staff, and volunteers to cultivate new, and manage ongoing, relationships with the organization's supporters including solicitation, recognition, event organization, and other donor stewardship activities. An exciting component to the position will be helping to develop plans and pursue development opportunities related to the Harris Center's 50th anniversary, which is in 2020. The job will be 50-75% time. Salary will be commensurate with experience.

Ideal Knowledge, Skills, and Experience for the Successful Candidate

- Bachelor's degree (or higher) with 5 or more years of non-profit development experience
- Knowledge of fundraising management and the ability to develop and implement creative fundraising approaches
- Experience with development database software
- Ability to collaborate effectively in a small group
- Demonstrated experience using effective interpersonal skills, listening, diplomacy, and tact to build strong relationships with supporters, volunteers, and co-workers
- Effective written, verbal, and new media communications skills
- Strong organizational skills with the ability to set priorities, develop work schedules, monitor progress, supervise, work independently, adjust, and innovate
- Robust sense of integrity, discretion, and demonstrated ability to maintain confidentiality of donor and project information
- Willingness to be flexible, fill in where needed, and generally find approaches that work for a small organization

How to Apply

Applicants should send a cover letter, resume, and list of three references to Jeremy Wilson at wilson@harriscenter.org or 83 King's Highway, Hancock, NH 03449. We will begin considering applications **on September 15**.