



Rogers Environmental Education Center
2721 State Highway 80
Sherburne, NY 13460
(607) 674-4733
www.FriendsofRogers.org

DEVELOPMENT DIRECTOR POSITION ANNOUNCEMENT

Friends of Rogers Environmental Education Center (FOR) is pleased to announce a full-time position for a qualified and talented Director of Development. 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 Rogers.

FOR is the not-for-profit that operates Rogers Environmental Education Center in Sherburne, NY. The development director 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 37.5 hours per week, with additional hours required depending on demand. Some weekend and evening hours will also be required. Salary \$30,000 - \$40,000 /year.

Key Responsibilities:

- Work with the Friends of Rogers board and Executive Director to implement the strategic plan.
- Implement and create a detailed fundraising plan in accordance with the strategic 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, chair monthly meeting, and support the efforts of the fundraising and development committee.
- Develop and oversee all fundraising efforts including the Spring Frolic and other events as determined.
- Publicize programs and develop a marketing and social media campaign.
- 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. InDesign and GiftWorks experience a plus.

Key Attributes:

- Experience with grant writing, communications, publicity, and media relations.
- Excellent project management skills with the ability to successfully manage various projects at once.
- Excellent written and verbal communication skills.
- Excellent organizational skills and attention to detail.
- Ability to work independently.
- Strong sense of community and passion for FOR'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 execdir@FriendsofRogers.org or mail to P.O. Box 932, Sherburne, NY – Attn: Simon M. Solomon

Applicants are encouraged to provide samples of their work.
-open until filled-