



A National Heritage Corridor

December 1, 2017

### Non-profit Development Coordinator – Vacancy Announcement

The Last Green Valley, Inc. (TLGV) is seeking a fundraising and development professional with 3-5 years of successful non-profit fundraising and development experience for our new in-house Development Coordinator position. The successful candidate will have a proven track record with the experience, training, and skills to hit the ground running and further develop TLGV's individual and corporate giving programs. This position will provide the right candidate with opportunities for growth and the potential to become TLGV's Development Director.

The successful candidate will have a positive, upbeat attitude and believes in TLGV's mission ([www.thelastgreenvalley.org](http://www.thelastgreenvalley.org)). He/she will be a problem-solver, adaptable, and able to work independently as well as part of a team. The successful candidate will have strong interpersonal and gift solicitation skills, excellent written and verbal communication skills, close attention to detail, accuracy and confidentiality, a strong ability to plan, manage, and track time, and a professional demeanor.

Responsibilities include: develop and implement a plan to build TLGV's base of individual donors, cultivating and personally soliciting annual gifts and some major gifts; proactively steward and cultivate donor relationships; develop and maintain contact and prospect reports, and track progress; promote planned gifts; coordinate and lead TLGV's team for larger corporate sponsor solicitations; engage, solicit, and retain business and nonprofit partners; attend chamber, business association, and similar events; meet specific fundraising goals developed in conjunction with the Executive Director and the Board of Directors; establish giving societies and plan and implement a donor recognition event for top donors; create development-related content for e-newsletters, magazines, annual reports, the TLGV website, social media, and other publications; and develop and implement annual appeal and special project campaigns.

Requirements: A Bachelor's Degree is preferred, although relevant experience will be considered. Proficiency in Word, Excel, and Powerpoint is essential. Knowledge of eTapestry, Constant Contact, Wordpress, Access, and Photoshop is a plus. Must have ability to work periodic nights and weekends, and to take on other duties as assigned.

To apply: Please provide a cover letter, resume, and your salary requirements by email to [lois@tlgv.org](mailto:lois@tlgv.org). No phone calls please. This position will remain open until filled.

The Last Green Valley is a National Heritage Corridor – the last stretch of dark night sky in the coastal sprawl between Boston and Washington, D.C. The Last Green Valley works for you in the National Heritage Corridor. Together we can care for it, enjoy it and pass it on!

The Last Green Valley, Inc. is an equal-opportunity employer and does not discriminate on the basis of age, ancestry, color, creed, disability, gender, gender-related identity, marital status, national origin, race, religion, sexual orientation, veteran, or any other status protected under local, state, or federal law.