

POSITION POSTING AND JOB DESCRIPTION Development Specialist

Alliance for Watershed Education

Part-time position ~18-20 hours/week

Wage range \$19-\$26/hour depending on experience



The Alliance for Watershed Education (AWE) of the Delaware River is comprised of 23 environmental education centers in New Jersey, Pennsylvania, and Delaware. The Delaware River is the longest undammed river east of the Mississippi, and its watershed stretches all the way into upstate New York, providing clean drinking water for more than 15 million people. The AWE mission is to collectively increase and enhance constituent appreciation, knowledge and stewardship of the Delaware River Watershed, leading to greater protection and restoration of the watershed. More on the alliance and its members can be found at: www.watershedalliance.org

The Development Specialist role will be to help strengthen Centers' ability to fundraise, facilitate and explore both small and large group collaborations, and insure that centers have the appropriate tools to maximize their ability to grow a development program and raise funds for their environmental education programs. The Development Specialist will write proposals, grants, conduct donor research and make solicitations.

Requires college graduate with proven fundraising experience, excellent writing skills, general computer knowledge, exemplary interpersonal skills and a genuine appreciation in working with diverse audiences.

Position reports to: The position of the Development Specialist for AWE is housed at the Berks Nature offices at The Nature Place in Reading Pennsylvania and will report to the President of Berks Nature who also serves as the chair of the AWE Development work group.

Specific duties include but are not limited to:

- ✓ Work closely with the AWE Development work group to strategize and achieve goals.
- ✓ Visit, build relationships with and cultivate an understanding of the scope of programs each of the 23 centers offers.
- ✓ Facilitate and execute large and small group collaborative meetings with centers around specific topic areas as co-identified with development and the network development teams. The purpose of these meetings is to find program areas with potential to be scaled regionally or by topic and seek to identify funding.
- ✓ Research, identify, and solicit funding opportunities, including grants.
- ✓ Develop necessary tools (research information, infographics, training, evaluation, proposal templates, gift tracking and recording, case statement etc.) for individual centers to use to strengthen their own fundraising programs.
- ✓ Work closely with other teams (especially Art and River Days committees) to understand parallel development efforts and to insure coordination.
- ✓ Prepare and present gift options to current and prospective donors often in conjunction with AWE Center staff or volunteers.
- ✓ Support, train, and counsel AWE Members and volunteers in their fundraising efforts.
- ✓ Have a valid driver's license and access to a functioning vehicle. Travel is reimbursed and is usually fairly local within the Delaware River watershed and rarely requires overnight stays.
- ✓ Maintain the confidentiality of sensitive information; and
- ✓ Perform other duties that may be assigned

AWE will seek to promote and sustain a sense of belonging; a valuing of the contributions, beliefs, way of living, and ethnicities of the people and communities of the Alliance for Watershed Education and its centers.



Just like it takes a diversity of species to make our natural environment thrive, Berks Nature recognizes that having a culture of inclusion where all individuals feel respected, and are treated fairly will bring us a power of talent to do our work and engage others in the love for and protection of nature. Accordingly, it is Berks Nature's goal to be intentional and inclusive in the involvement, engagement, and empowerment of all groups of people within our community to help Berks Nature achieve its mission. Berks Nature will take the broadest possible view of diversity in order to attract, develop, engage and retain people from all walks of life and backgrounds in our work. Berks Nature endeavors to not see any species become extinct. So to, we desire not to neglect or exclude any audience from our work.

Berks Nature offices and campus are smoke-free. The ability to work harmoniously in a friendly – but open office environment is required. To learn more about Berks Nature and the working environment, visit www.berksnature.org.

To apply, please submit cover letter and resume to Kim Murphy, at kim.murphy@berksnature.org by **Friday August 2, 2019** with the subject: AWE Development Specialist.