

POCONO HERITAGE LAND TRUST
P.O. BOX 553, POCONO PINES, PA 18350-0553
570-424-151

Development Coordinator

Fulltime position with health benefits, salary range 30k-40k depending on experience.

Pocono Heritage Land Trust is a 501(c)(3) conservation organization based in Monroe County, Pa. Founded in 1984, the trust seeks to protect land and waterways in the Pocono Mountains region of Northeastern Pennsylvania. PHLT is an active participant in open-space preservation programs funded by state government and by Monroe County, PA. Currently the trust owns two 400-acre nature preserves and a number of smaller properties, and it holds conservation easements on approximately 2,000 acres of forested land in Monroe and Lackawanna counties.

Job description:

- (1) Fundraising and membership (50%): Create and implement a systematic fundraising program to build long-term relationships with individual and business donors. Create and implement programs to expand membership and maintain a donor database. Oversee all aspects of fundraising and member recruitment, including website, email, phone and in-person donor contacts.
- (2) Community outreach (30%): Develop and implement a coordinated marketing and public relations program to extend the organization's "brand identity" across the community. This area of responsibility includes press releases, a newsletter and other direct-mail presentations, as well as organizing community outreach events and activities. Function as the organization's liaison to other community groups and the business community.
- (3) Organizational support (20%): Work closely with the board and executive director on special projects and presentations and recruit and organize volunteers for help with fundraising/marketing activities.

The ideal candidate will have strong communication skills, an outgoing personality and a deep commitment to conservation and the environment. An undergraduate degree is required, as is computer proficiency, including Microsoft Office Suit. Experience with desktop publishing is a definite plus. The position requires flexible hours and attendance at some night and weekend meetings.

Send resume and a cover letter to Lori Colgan, Search Committee Chair, Pocono Heritage Land Trust, PO Box 553 Pocono Pines Pa. 18350; or by email to lori.f.colgan@gmail.com. Deadline for all submissions is Aug. 31, 2010.