



ANNOUNCEMENT OF OPEN POSITION

Title of the position:	Fundraising Specialist
Location:	Delaware & Lehigh National Heritage Corridor Headquarters (National Canal Museum), 2750 Hugh Moore Park Rd, Easton, PA 18042
Reports to:	Senior Director of Operations and Finance
Type/Term of employment:	Full-time, Exempt, 40-hour week
Compensation:	\$50,000 - \$60,000 annual base pay plus benefits and performance-based bonus
Expected Start Date:	June 2024

HOW TO APPLY: Applications are reviewed on a rolling basis and the position is open until filled. Applications should be submitted at <https://delawareandlehigh.org/about/team/> under Employment Opportunities.

General Description: The **Fundraising Specialist** is responsible for securing major gifts and organizing large fundraising events. This position reports to the Senior Director of Operations and Finance.

Position responsibilities:

- Develop and implement strategies to secure major gifts and funding, including planning and organizing fundraising events, identifying and securing corporate gifts and event sponsorships, and maintaining relationships with the organization's top individual donors.
- Plan and coordinate major fundraising events, such as D&L Race Fest and Taste of the Corridor, by identifying clear goals and KPIs for each event, monitoring tasks and timelines and adjusting as necessary, and managing time and budgets allocated to each event.
- Identify prospective donors and secure major gifts from corporations, civic organizations and/or individual donors and execute major donor drives.
- Ensure continuous communication with donors through individual visits, donor emails, and DLNHC events.

- Collaborate with the Communications Coordinator and the Development Assistant to promote DLNHC events to donors and to the public.
- Develop corporate partnership and sponsorship packages, propose partnership and sponsorships to candidate organizations in support of our mission, and ensure the fulfillment of partnership/sponsorship agreements.
- Ensure clear communication with and between event vendors, speakers/presenters, staff, volunteers, and participants.
- Identify opportunities and represent DLNHC at meetings and events that are likely to directly lead to connections with potential donors, or that are likely to raise the visibility of DLNHC in the community in a way that supports our fundraising goals.
- Support the Development Assistant in their efforts to plan and execute membership pledge drives, as necessary.
- Support the Senior Director of Operations and Finance and other coworkers with grant applications and follow-up, as necessary
- Work with organization team members in supporting several outreach opportunities during tabling events each year
- Attend and participate in monthly staff meetings, occasional staff outings, and staff retreat(s)
- Other duties as assigned

Qualifications/Requirements:

- Bachelor's degree or equivalent work experience in event planning, public relations, marketing or a related field
- 2-5 years of experience with a successful track record in fundraising and event-planning
- Experience in the non-profit and grant administration field preferred
- Excellent communication skills in and outside of the workplace, both written and verbal
- Interest in and ability to build relationships with diverse stakeholders, including donors, staff, volunteers, partner organizations, corporate groups, civic organizations and community members
- Strong organizational skills, with attention to detail, adaptability and time management being the most critical
- Must be able to work independently and collaboratively with others, relating well with people and partners at all levels and from all communities
- Able to give Professional development in Advancement initiatives
- Must be able to attend evening and/or weekend events (about 1-2 weekend days per month during the busiest season of April-November)
- Position requires work outdoors

Physical Demands: *The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.*

Work requires a variety of physical activity including standing, sitting for extended periods, walking, bending, kneeling, crouching, lifting a minimum of 40 lbs., climbing, reaching, talking, hearing, as required. Walking is required in field conditions with uneven terrain to perform site visits, perform inspections, or to attend meetings. The employee must be able to drive to various locations during the day or night and attend meetings that may last several hours. The position may require overnight on-call duty and the ability to work during non-standard hours when the need arises.

Work Environment: *The work environment described here is representative of that encountered by the employee while performing the essential functions of the job.* Job duties require a combination of working in a cubicle in an office environment, field work, local travel, off-site meetings, at times in high heat/humidity, cold, and/or precipitation. The noise level in the office environment is usually moderate due to open office layout with a high level of activity on phone, computers, and printers. Exposure to dust/fumes/odors is possible.

Scheduling Requirements: This is a full-time position during standard days and hours of work. However, the position requires the ability to work some weekends and evenings (especially April to November) to attend programs and support DLNHC activities and events when the need arises. Anticipate 1-2 weekend days per month during the high season of April to November and flex time during the weekdays to compensate.

Benefits: Full-time employment benefits include paid holidays, paid vacations, paid sick leave, Social Security, Unemployment Compensation Insurance, Workers' Compensation Insurance, funeral (bereavement) leave, various types of leave of absences, health and disability insurance, participation in the DLNHC 403(b) retirement plan, paid nature time, employment term DLNHC membership benefits, branded clothing, and opportunity to use DLNHC outdoor recreation supplies.

Background: Delaware & Lehigh National Heritage Corridor (DLNHC) preserves the historic pathway that carried anthracite coal and iron from Wilkes-Barre to Bristol, PA. Today, the D&L Trail connects people to nature, culture, communities, recreation and our industrial heritage. The organization was established by Congress in 1988 to celebrate our nationally significant story centered on the transport of anthracite coal from the mines of Luzerne and Carbon County to the markets in the Lehigh Valley and Philadelphia (via Bucks County). The D&L Trail is a multi-use trail spanning 165 miles from the mountains of northeast Pennsylvania, along rivers and through the Lehigh Valley and Bucks County. It's 92% complete. We are a diverse organization with the ability to connect people to unique experiences in nature and the environment, community and economic impact, health and recreation, history, preservation, and education. Along with the National Canal Museum (an AAM accredited Smithsonian Affiliate), we make our home in Hugh Moore Park in Easton PA.

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Delaware & Lehigh National Heritage Corridor, Inc. (DLNHC) provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, sex, national origin, age, disability or genetics. In addition to federal law requirements, DLNHC complies with applicable state and local laws governing nondiscrimination in employment in every location in which the company has facilities. This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation and training.