



Connecting Parks. Connecting People.

Development Coordinator

Posted: 5/15/2022

Organizational Background:

Riverfront North Partnership (RNP) seeks a part-time Development Coordinator to implement an annual fundraising plan that includes grants, an annual fund appeals, and an annual benefit. The Development Coordinator reports to the Executive Director.

RNP is a nonprofit organization that works with the City of Philadelphia to build and activate the North Delaware River Greenway, a series eight parks and 11 miles of trail in Northeast Philadelphia, with the belief that every Philadelphian should have access to their rivers. The greenway is 65% completed and expected to be fully connected by 2025. Working with the City, RNP expects to break ground on a new trail segment in Tacony and a riverfront park in Bridesburg in 2022. We are gaining momentum as a neighborhood asset and regional destination, with the understanding that, as the greenway nears completion, our future depends on an engaged community and the highest standards of stewardship

RNP is proud to be an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, gender, gender identity or expression, sexual orientation, national origin, disability, age, or veteran status.

Position Overview:

The Development Coordinator is an integral member of a small and dedicated team and will work closely with the Executive Director in cultivating donor relationships. The position is primarily focused on writing grants and solicitation appeals and administering the annual Spring Fling benefit. It has the potential for greater responsibility in cultivating donor relationships and prospect research as RNP diversifies its funding base.

Key Responsibilities:

- **Write grant applications and reports** in support of RNP's community programs and stewardship activities.
- **Maintain development schedule** for upcoming deadlines, appeals, and events.
- **Manage the Trailblazer annual fund** by writing appeals, fulfilling donor pledges, and creating a communications strategy.
- **Coordinate the Spring Fling benefit**, an annual cocktail party for approximately 150 guests.
- **Maintain the Donor Perfect database** by entering gifts and generating reports and mailing lists.
- **Support duties** that include general administration, staff planning and assessment, and assistance with seasonal "all hands-on deck" programs.

Background and Skills:

Successful candidates will demonstrate the following in their application:

- **Strong writing skills** with demonstrated experience in making a persuasive call to action.
- **Exemplary organization** in handling multiple priorities, meeting deadlines, and attention to the details that donors notice.

- **Robust relationships with people** as donors, friends, volunteers, and colleagues. The candidate must have strong communication and listening skills, as well as discretion with donor information. We look for cultural competency with individuals who have diverse backgrounds and interests.
- **Planning successful events** from solicitations, donor recognition, vendor management, communications, budget and goals, and myriad day-of tasks.
- **Basic understanding of nonprofit finances** and how they relate to grant budgets, annual fundraising goals, and reporting.
- **Proficient with technology** including the Microsoft Suite, online databases, and grant forms.

Workplace Culture:

This position is a great opportunity for a person who wishes to gain more experience in nonprofit development or a more seasoned professional who prefers a flexible schedule. Our team is committed to stewarding an urban greenway and connecting its community back to its river.

RNP currently offers a hybrid work environment with an office in Port Richmond. Staff often work remotely but are expected to go into the office for administrative duties and meetings as necessary. The ability to be self-directed and independent is essential to maintaining our remote work and flexible schedules.

Despite our small size (8 staff), our work is varied and complex, and we are rarely all together in one place. A healthy curiosity about other people's work, a willingness to support and troubleshoot, and proactive communication are essential to our success.

Because the parks and trails are our focus, staff also work outdoors. A stewardship team manages the land, and we offer 150+ free outdoor programs from April to December. Some evenings and weekends will be required in support of all-staff events.

Physical Requirements:

Due to the scale of the greenway and the lack of public transportation near it, a candidate with a car is strongly preferred. Candidates must have and maintain a valid driver's license in good standing.

The successful candidate must be fully vaccinated against COVID-19. An exception to the COVID-19 requirement may be provide to individuals for religious or medical reasons.

Salary and Schedule:

- \$25 hourly for 25 hours a week. Non-exempt.
- 6 paid vacation days
- 10-12 holidays (pro-rated for 25 hours/week)

To Apply:

Send resume, cover letter, and a sample grant application or appeal letter (max 3 pages) to Stephanie Phillips, Executive Director, at sp@riverfrontnorth.org by 5 pm on June 3. Include the position title in your email subject. No phone calls please.