



## **JOB ANNOUNCEMENT**

### **Senior Development Coordinator**

Van Cortlandt Park Alliance (VCPA), the nonprofit working in support of Van Cortlandt Park in the northwest Bronx, seeks a **Senior Development Coordinator** who is familiar with CRM databases, has strong writing skills, and an interest in social media management. This is an exciting opportunity for someone who is organized and energetic with enthusiasm for urban parks, cultural programming, and the environment.

#### **About Van Cortlandt Park Alliance**

Van Cortlandt Park Alliance preserves, supports, and promotes the ecological, recreational, and historical value of Van Cortlandt Park. VCPA raises funds to support the park's operation, oversees 1,000+ volunteers per year, educates 2,000+ students, and provides cultural and environmental programming for the public, encouraging them to become stewards of this flagship park—the green jewel of the Bronx.

#### **Responsibilities:**

- Write, track, and manage Foundation and Institutional proposals and reports
- Assist with writing Government grants and assist in preparing reimbursement reports and invoices
- Assist with Individual Giving and Corporate Sponsorships
- Database management: Primary user of customer relationship management software (CRM) Bloomerang: tracking donations, entering donor records, ensuring data integrity, managing lists
- Manage mailings (e.g. generate lists, mail merges, etc.)
- Process donations, prepare acknowledgements, and manage other correspondence
- Research to identify prospective corporate sponsors and individual donors, and support the creation of tailored engagement and solicitation strategies
- Create, send and track invoices for pledges
- Assist with VCPA fundraising events
- Create fundraising content for VCPA website, EventBrite, Givebuttr, and social media
- Support all fundraising campaigns and initiatives as needed

#### **General VCPA Activities:**

- Provide office support, including answering office phones, and other tasks as needed
- Create content for social media pertaining to programs and events
- Participate as part of the VCPA team at educational, community, and other events

#### **Requirements:**

- College degree (Graduate degree a plus)
- Three years experience working in a nonprofit development office (including experience using a CRM)
- Ability to work independently, manage logistics, and solve problems
- Strong written and verbal communication skills
- Organized and detail-oriented
- Valid NYS Driver's License

**Full-time Permanent Position:**

- 35 hours per week; schedule varies but typically from 9am to 5pm with occasional evening and weekend events.
- This position offers potential for a hybrid work model, allowing work from home for a portion of the week while maintaining regular in-office presence for team collaboration.

**Salary:** \$55,000-\$63,000 per year depending on experience, plus health benefits and matching Simple IRA contributions after 90 days.

**Reports to:** Deputy Director

**Send resume and 3 references to [christina@vancortlandt.org](mailto:christina@vancortlandt.org).**

Applicants will be interviewed until the position is filled.