



Resource Development Coordinator

His or her chief responsibility is in leading and growing PAL's donor and volunteer bases. The position is 10-15 hours per week and reports to the PAL executive director.

Position responsibilities include but are not limited to:

Annual Campaign

- Create and implement a development plan for donor cultivation and recognition
- Produce annual report and assist with quarterly newsletters and weekly email blasts
- Staff PAL resource development committee; generate timely and accurate reports to resource development chair and executive director

Goal:

- Increase income from annual campaign by 75% in first year

Volunteer Management

- Volunteer cultivation and recognition
- Track volunteers in GiftWorks
- Solicit volunteers for PAL activities

Goal:

- Assist staff in growing volunteer hours by 25%

Branding, marketing, and public relations

- Coordinate PAL website updates
- Assist PAL staff in social media engagement
- Track PAL marketing and public relations statistics; create improvement plan

Qualifications

- An undergraduate degree is required with some sales or fundraising experience
- Committed to the PAL mission
- Strong oral and written communication skills; able to craft and articulate clear, concise, compelling messages
- Proven ability to build relationships exceptionally well with donors and business people
- Well organized and a strong team player

Salary Range

This is a **10-15** hour per week position requiring some nights and weekends. Salary commensurate with qualifications and experience.

Hours

PAL is flexible in scheduling the 10-15 hours per week with the exception of staff meeting on Tuesday from 10:00-11:15 am. Resource Development Coordinator must be available to meet during that time.

To Apply

Submit a cover letter, resume, and three references to Laura Ringo, Executive Director, LRingo@active-living.org, by 5:00 pm on September 4.