



**Vermont Parks Forever**, the foundation for Vermont State Parks, is currently seeking a **part-time Development and Communications Coordinator** to join our executive director in handling many aspects of communications, fundraising, and administration. This **24 hour/week** position will wear many hats and will assist the executive director with prospect research, fundraising database management, social media, board meeting coordination, website management, gift processing, events, and other administrative duties as needed.

The ideal candidate will have an appreciation for Vermont State Parks, strong communication skills, nonprofit development experience, attention to detail and a sense of humor. The candidate will be an enthusiastic self-starter and be able to think strategically, prioritize, and work both independently and together with the executive director and board. The organization is based in the Montpelier area and a flexible work from home schedule will be offered for this position however weekly meetings will be held in Montpelier. Combined time off and stipends for internet and phone are provided.

Please submit a cover letter describing your interest, qualifications and favorite Vermont State Park experience, along with your resume to [info@vermontparksforever.org](mailto:info@vermontparksforever.org) by April 2. Applications will be reviewed as they are received, and the search will remain open until filled. A mid-May/early June start date is planned.

### **Position Summary**

The Development and Communications Coordinator plays a critical, collaborative role working with the executive director and board of directors by assisting with communications, fundraising, and administrative support.

### **Responsibilities**

- Support board members and executive director in fundraising responsibilities including scheduling visits with prospective donors, prospect research, grant and appeal writing, and business partnership program.
- Process donations, prepare acknowledgement letters and general correspondence
- Maintain foundation, corporation and individual donor files in database
- Assist with production of digital and direct mail appeals
- Manage website updates, social media and e-newsletter
- Light bookkeeping duties in concert with contracted bookkeeper
- Assist in planning and coordinating events
- Coordinate board and committee meetings and minutes
- Assist with related day-to-day operational activities and other duties as assigned

### **Qualifications**

- Demonstrate an understanding and appreciation of Vermont's state parks
- Ability to represent VPF professionally and enthusiastically
- Ability to organize and prioritize work with attention to detail



- Ability to work independently as well as collaboratively
- Knowledge of nonprofit fundraising
- Excellent verbal and written communications skills and interpersonal skills
- Proficiency in Microsoft Word and Excel
- Fundraising database management (Little Green Light), donor research, and social media experience preferred