

DEVELOPMENT COORDINATOR**Organization Overview**

Medina County Park District is a local and regional leader in conservation, education, and the protection of natural resources. Employees take pride in the parks, trails, programs, and community; ensure quality outdoor experiences; protect public investments; plant the forests and prairies of tomorrow; and develop the next generation of stewards. Employment with the park district is more than a job – it's an opportunity to make lives better in a fun, fulfilling team environment.

Responsibility

Under the direction of the business manager, builds relationships with individuals, corporations, volunteers, and members of Friends of Medina County Parks, Inc.; develops and maintains a variety of donor and fundraising programs to advance the mission of the park district; generates news releases, feature stories, content for social media, and more to promote giving and sponsorship opportunities and to increase support; in cooperation with the marketing coordinator, serves as a secondary resource for social media monitoring and communicating

Examples of Duties

- Responsible for developing and executing planned giving initiatives, capital campaigns, membership campaigns, and corporate sponsorship programs for the park district and Friends of Medina County Parks, Inc.
- Manages and develops memorial and tribute programs that align with district needs and donor interests
- Builds relationships with staff, volunteers, donors, and community partners; serves as the primary point of contact for individuals, groups, and businesses interested in donating, sponsoring, planned giving, and more.
- Responsible for all donor and corporate sponsor cultivation, solicitation, and recognition
- Maintains records of all donors and sponsors, past and present
- Oversees the preparation of donor and sponsor acknowledgements
- Plans and implements events/programs for donors and members that inspire support of the park district
- Serves as a liaison between Friends of Medina County Parks, Inc. and the park district
- Works with the director and the planning and operations manager to develop strategies for capital campaigns and manages all related efforts
- Develops and recommends internal policies and procedures for fundraising, sponsorships, and naming opportunities
- Ensure compliance with all relevant regulations and laws and standards of professional conduct for fundraising professionals
- Collaborate with the marketing coordinator to develop communication strategies in support of development efforts

- Provides creativity in the creation of marketing and public relations content for print and web, for both internal and external audiences
- Develops content for newsletters, websites, and social media
- Helps manage social media channels for the park district: posts/schedules content and responds to inquiries in the absence of the marketing coordinator
- Attends various meetings as assigned to gather information needed to communicate the park district's story
- Other duties as assigned

Necessary Knowledge, Skills, Abilities

- Proven teamwork, communication and partnership skills, and the ability to work directly with all levels of the organization to achieve common goals
- Demonstrated emotional intelligence including self-awareness, empathy, reliability, and consistency; a proven track record of establishing and maintaining critical relationships internally and externally; demonstrated trust, integrity, and credibility
- Demonstrated understanding of donor engagement and fundraising techniques, public relations, and general business principles
- Proficiency working with computers, websites, and social media channels; excellent writing and proofreading skills and knowledge of AP Style required; must have the ability to utilize and embrace technology
- Ability to manage confidential information and communicate effectively through writing and speaking with a high degree of accuracy

Required Physical Abilities Include the Following, But Are Not Limited To

- Willingness to work outdoors as needed
- May occasionally lift items weighing in excess of 30 pounds
- Ability to occasionally work an irregular schedule (e.g., attend evening meetings, weekend events) based on the needs of the park district

Desired Training and Experience Requirements

- Any combination of training and experience that would indicate possession of the necessary knowledge, skills, and abilities listed above
- Bachelor's degree and at least two years of related experience
- Possession of a valid Ohio motor vehicle operator's license with a good driving record
- Satisfactory fingerprint and criminal background check and drug screening