

Kentucky Association for Environmental Education Position Description

Title Development Coordinator

Reports to Executive Director

Job summary: KAEE is seeking an enthusiastic and creative person with a passion for our mission and a desire to help us grow as an organization. If you would like to be constantly challenged, learn a lot, have fun, be inspired, have a significant impact, and work with an amazing team, we encourage you to apply!

Summary of essential job functions

- Coordinate the development and execution of KAEE's annual fundraising plan.
- Craft engaging communications to donors and other stakeholders about our mission.
- Identify potential funding sources and work with Executive Director to cultivate relationships to obtain financial support from individuals, foundations and corporations.
- Research and write compelling grant proposals and grant reports.
- Plan and execute fundraising events and programs.
- Assist in donor cultivation and management.
- Assist with KAEE events and other administrative duties as needed.
- Engage in professional development opportunities that will enhance leadership, management, or other area of KAEE.

Minimum Requirements: Passion for the mission of the organization. Ability to work well remotely and as part of a team. Strong networking and interpersonal skills. Excellent writer with strong spelling, grammar, typing, organizational skills and attention to detail. Background in fundraising, development, marketing, journalism, public relations, business, nonprofit management, or an environmental and/or education-related field is preferred. Some nights, weekends and travel will be required.

Compensations and Benefits: Fulltime, exempt position working 40 hours per week. We believe in work-life balance and a flexible, family-friendly schedule and therefore offer compensatory time up to 120 hours for additional hours worked, 10 days of vacation time, 12 days of sick leave, and 12.5 paid holidays per year. This position will work remotely, although travel to meetings will be required. Reimbursement will be given for costs incurred during work-related travel.

To Apply: Please send resume and cover letter to Ashley Hoffman, KAEE Executive Director, at director@kaee.org. Please contact Ashley at director@kaee.org or 270-214-0587 if you have any questions. We will review applications on a rolling basis until the position is filled.

Salary: \$34,000

KAEE is an equal opportunity employer. People of color are strongly encouraged to apply.