



**Baltimore Woods  
Nature Center**  
*Nature in your hands*

## Development and Membership Coordinator

### **Position Summary:**

The Development & Membership Coordinator will help to build public and private support for Baltimore Woods Nature Center by providing administrative and staff support for development including, but not limited to: database management, gift processing, acknowledgements, membership management, and event support. This person works under the direct supervision of the Executive Director. A keen understanding of development, marketing, donor relations, and special event support will be necessary. This position is year-round, part-time at 20 hours a week.

Baltimore Woods Nature Center is a private non-profit organization located in Marcellus, NY, that has been dedicated to the mission of connecting individuals and communities with nature for over 50 years. Located on 182 acres, the Baltimore Woods Preserve is home to the John A. Weeks Interpretive Center and includes six miles of trails that lead visitors through various stages of successional forest including a pond, valleys, wetlands, and streams. Each year, over 20,000 individuals visit Baltimore Woods Nature Center to hike our trails, attend a public program or event, or participate in a field trip or work project. In addition, our *Nature in the City* program is in the 17<sup>th</sup> year of bringing hands-on/minds-on natural science lessons to elementary schools across the Syracuse City School District, reaching over 10,000 students each year. You can learn more about the organization by visiting our website at [www.baltimorewoods.org](http://www.baltimorewoods.org).

### **Position Responsibilities:**

- Provide administrative support for the Executive Director and other staff members as assigned.
- Manage membership program including outreach, developing communication timelines, and organizing events.
- Responsible for timely entry of all gifts into database and coordination of gift acknowledgements.
- Assist in record-keeping and accuracy of our database, including gift entry, biographical information, relationships, notes and actions.
- Work with the executive director and marketing manager to coordinate development mailings such as annual giving appeals, special event invitations, and membership renewals.
- Provide administrative support for annual fundraising events including the Mother's Day Garden Tour, the annual Native Plant Sale, and Run for The Woods 5k Trail Run by tracking registrations and payments, attendance numbers, serving as a liaison to planning committees, and special requests as assigned.
- Collaborate with the Development Committee to support the design of a diverse organizational development plan.
- Prospect research as requested.
- Maintain, update and ensure accuracy of Development and Grants calendars.
- Maintain and file electronic and hard copy development documents.
- Other duties and responsibilities as requested.

## **Qualifications**

- 2 year degree minimum, bachelors preferred.
- A minimum of 1 year development, development support, or equivalent experience, nonprofit experience preferred.
- Strong research and analytical skills including in database management.
- Excellent interpersonal skills.
- Excellent written and oral communication skills.
- Ability to work collaboratively as part of a team, as well as independently.
- Strong organizational, time management, and recordkeeping abilities.
- Ability to concurrently coordinate multiple projects and assignments.
- Proficient with Microsoft Office, especially Word and Excel, and overall computer literacy.
- Must be willing to become familiar with the Central New York community and able to form solid networking relationships.
- Ability to travel locally using own transportation.
- Interest in environmental issues or education preferred

Qualified applicants only.

**To apply**, please send a resume with references and a cover letter to:

**Whitney Lash-Marshall, Executive Director**

**[whitney@baltimorewoods.org](mailto:whitney@baltimorewoods.org)**

**4007 Bishop Hill Road**

**P.O. Box 133**

**Marcellus, NY 13108**

*Baltimore Woods Nature Center is an equal-opportunity employer. In addition, all requirements are subject to possible modification to reasonably accommodate individuals with disabilities.*