



Job Advertisement: Development Coordinator

About ClearWater

ClearWater Conservancy is an accredited land trust and nonprofit organization dedicated to protecting and enhancing the natural environment in central Pennsylvania. The mission of ClearWater Conservancy is to conserve and restore our natural resources through land conservation, water resources stewardship, and environmental outreach across central Pennsylvania.

ClearWater Conservancy has been working to protect the land and water in central Pennsylvania for over 40 years. Since 2020, we have been hosted by Patton Township – but, in 2026, ClearWater will move operations to our permanent home on the banks of Spring Creek in Houserville. The successful candidate for this position will enjoy the personal reward of contributing to this thriving organization during this pivotal moment.

The Team

ClearWater Conservancy currently employs 14 people across all programs and projects. The Development Coordinator is supervised by the Executive Director and works closely with the Operations Coordinator. Together, this administrative team covers all aspects of ClearWater's business operations as a thriving non-profit. In addition to members of the Administrative team, the Development Coordinator will work closely with the Communications Director and the Community Engagement Coordinator.



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Job Description

The Development Coordinator's role on this team focuses on fundraising, event planning, and member engagement.

Fundraising

The Development Coordinator is responsible for creating campaign strategies based on community research and non-profit standards of practice. When meeting with donors, they will inspire excitement around ClearWater's mission and vision and explain how ClearWater's programs meet these goals. In addition to private individuals, the Development Coordinator maintains relationships with corporate sponsors, engaging them with our events and programs. Donor engagement is tracked in SalesForce and this data is continuously leveraged for donor stewardship and campaign planning.

Event Planning

ClearWater hosts four fundraising/fundraising events each year:

- Art & Chocolate is a 3-hour evening event in February where supporters gather to view items that are available for bidding through an online silent auction platform.
- Centre Gives Celebration, in May, is a thank you for our donors who contributed through Centre Gives. It is typically held at a conserved property where on-the-ground evidence of our mission can be witnessed.
- Annual Meeting is a 3-hour event in October where members are invited to vote on the new board slate and receive an update on the organization's programs.
- Golf Fest is an all-day golf tournament where corporate sponsors and individuals enjoy a beautiful round of golf on a course at the headwaters of Spring Creek.

The Development Coordinator is responsible for project management for these events. They are the lead in producing the various elements of these events but they will work closely with the positions listed above to support them. For example, communications and marketing for events is handled by the Communications Director and volunteer coordination will be handled by the Community Engagement Coordinator. The Development Coordinator will support the outreach team in organizing Watershed Cleanup Day in April.

Member Engagement

Members of ClearWater Conservancy are those who have donated their time as volunteers or their money or other resources as donors. The Development Coordinator is responsible for managing Salesforce to track other modes of engagement and helping other staff use this information to improve outreach programs. The Development Coordinator will share responsibility for attending the front office, where members and partners are greeted, with the Operations Coordinator.

Admin Team Collaboration

Other aspects of non-profit business management handled by the administrative team include finances, business development, grant management, data and management systems, merchandise, office and facility management, staff facilitation, and board engagement. As an integral member of the admin team, the Development Coordinator may be asked to assist with these other aspects of the management of ClearWater.

Qualifications and skills

The successful candidate will have:

- Experience in fundraising and event planning
- Enthusiasm to engage donors and ask for their support
- Strong experience with Customer Relationship Management systems
- Desire to work with a strong and dedicated team as a collaborator
- Bachelor's or higher degree in any field
- Passion for the protection of nature

We are particularly interested in candidates with experience in Salesforce CRM who are already residing in central Pennsylvania. Applicants must be able to demonstrate the ability to work independently, taking the initiative to assess and solve problems.

Equal employment opportunity statement

ClearWater Conservancy provides equal employment opportunities to all individuals regardless of age, sex, color, race, creed, national origin, religious persuasion, marital status, sexual orientation, or disability as set forth by applicable state and federal laws. In addition, laws regarding veteran or military status are observed. This commitment is reflected in all our practices and policies regarding hiring, training, promotions, rates of pay, layoff, and other

forms of compensation. All matters relating to employment are based upon ability to perform the job as well as dependability and reliability once hired.

Nature of the work

Work environment

This position is located at ClearWater's headquarters, currently at 2555 N. Atherton St. in State College, PA. Most of the job duties are carried out in an office setting, but event management will take place on site, usually in Centre County. Local travel within ClearWater's service area of Centre and surrounding counties, using a personal vehicle, is often required. Overnight travel within the state or the country for professional development is not required but may be helpful.

Physical demands

This position performs most duties at a desk. Ability to physically manage supplies for events is needed at times throughout the year.

Supervisory

This position is not supervisory.

Compensation and Benefits

ClearWater Conservancy offers this 40-hour/week position with a salary in the range of \$50,000-\$60,000/year. While this role requires in-person connection with everyone in the ClearWater community, there is flexibility to work from home one day each week after an initial training period. ClearWater offers full-time staff the following benefits:

- ClearWater pays 90% of health insurance premiums for participating employees. Dental and Vision plans are offered and can be elected by the employee.
- ClearWater currently recognizes 6 holidays. Staff also have 4 weeks of Paid Time Off.
- All staff are covered by a short-term disability policy.
- A 401(k) plan is offered. Employees receive 3% non-elective contribution and can receive an additional 1% by contributing 4% of their earnings.
- A \$25 stipend toward cell phone plans is included for all employees.

How to Apply

Please upload the following to [this job posting on indeed.com](#):

- Cover Letter and Resume
- Evidence of previous donor engagement or campaign strategy that demonstrates writing skills
- Contact information for three people who know your professional capabilities and a brief description of the context in which you worked with them. If three professional references are not available, please substitute personal references. We will not contact references without contacting you first.