



**Pocono Environmental Education Center (PEEC)  
Development Manager**

Position Description

**BROAD FUNCTION**

The Development Manager reports to the Chief Executive Officer, works closely with the Chief Financial Officer, and directly supervises the Grants Coordinator. The Development Manager is responsible for raising private and public funding and building long term relationships for PEEC. Responsibilities include developing proposals to appropriate funders, oversight of funded projects, and subsequent reporting of results. Responsibilities also include management of PEEC's annual giving program and special event fundraisers, including both event coordination and solicitation of program and event sponsorships.

The success of the Development Manager will aid in the overall growth of the organization. Through acquisition of funding and delivery of projects, this role will accumulate, analyze, and develop the communications needed to inspire additional grants, donations, and partner relationships to drive the overall growth of PEEC's long history of successful programs and initiatives.

**EMPLOYMENT STATUS**

This is a full-time, salaried position with the opportunity for some remote work possible.

**PRIMARY RESPONSIBILITIES**

- Establish partnerships with agencies, businesses, and individuals to support PEEC's programmatic needs and funding initiatives.
- Meet with CEO, CFO, and Grants Coordinator regularly to implement a strategic approach to funding solicitations and project support.
- Collaborate with the CEO and Marketing Coordinator to develop marketing assets related to PEEC's programs and metrics of success.
- Maintain a record of funding related components in a shared server.
- Serve as a representative for the organization while engaging potential funders, sponsors, and donors.
- Attend monthly staff meetings and provide quarterly reports for the Board of Trustees.
- Perform other duties as assigned.

**Grants and Funding Proposals**

- Manage the process of researching, reviewing for eligibility, and preparing grant applications submitted to a variety of funding types including government agencies, private foundations, and corporations.
- Work across organizational departments to accumulate all application inputs and requirements for each funding source including project narratives, budgets, and timelines.
- Utilize the funder's proprietary grant application software to prepare and submit funding requests and subsequent reporting materials.

- Manage grant funded programs and initiatives throughout the funding process, including coordination of staff and volunteers on project needs.
- Collect, organize, and prepare reports on financial and metric data required by funders.
- Attend funder’s informational meetings in person or virtually as necessary.

#### Donors and Sponsorships

- Utilize donor management database (Little Green Light) to support and grow donor development.
- Coordinate communications (phone calls, emails, eblasts, mailings, and in person meetings) to prospective and current donors.
- Collaborate with the CEO and Marketing Coordinator to manage an annual giving program with three targeted appeals.
- Oversee and develop fundraising opportunities including sponsorships of events and programs.

### **DESIRED EXPERIENCE & QUALIFICATIONS**

- Experience writing successful funding proposals and a track record of securing funding.
- Proven record of donor cultivation and partnership building.
- Exceptional analytic, writing, and oral communication skills.
- Keen attention to detail in planning, organizing, and managing multiple projects simultaneously.
- Maintains a high level of confidentiality and discretion.
- Experience in outdoor, environmental, and sustainability education preferred.
- Adept technical skills and proficiency in all Microsoft Office applications, including Excel, PowerPoint, and Word. Donor database software (Little Green Light) preferred.
- Solutions-oriented, flexible, team-player who thrives in a fast paced, do-it-yourself, non-profit environment.

### **COMPENSATION**

This is a regular, full-time, exempt position with the opportunity for some remote work possible. Annual salary of \$40,000 - \$45,000 based on experience. Additional benefits include paid time off for accrued holidays, sick time, and vacation days, 75% employer-paid medical/dental/vision insurance, 403b program with employer match of up to 7.5%, short-term disability, and life insurance.

### **POSITION START DATE**

The start date of this position is flexible, but the applicant should be available to start no later than April 1, 2025.

### **TO APPLY**

Interested candidates should apply via email by sending a cover letter, resume, and 1-3 writing samples from a grant application, funding proposal, letter of intent, or grant report. The email should be sent to Amanda Subjin (ASubjin@peec.org) with the subject line “PEEC Development Manager.” Applications will be reviewed as they are received and will continue until the position is filled.

Final offers of employment are contingent upon the successful completion of a background check that includes employment history, national criminal background check, national sex offender registry search, and a driving history check.

### **ORGANIZATION BACKGROUND**

Pocono Environmental Education Center (PEEC) is one of the largest residential environmental education centers in the US. For over 50 years, PEEC has provided outstanding environmental and sustainability experiences to over 30,000 people each year. Our focus is overnight and day-long, immersive, hands-on

outdoor experiences for students from Pennsylvania, New York, and New Jersey. We offer nature, STEM, and recreational programs for school groups, families, adult learners, and professionals. The entire educational experience at PEEC is place-based within the Delaware River watershed. PEEC's trails and sustainable campus are an integral part of the teaching experience. PEEC is an independent 501(c)3 non-profit located in Dingmans Ferry, PA, within the Delaware Water Gap National Recreation Area. Since 1972, PEEC has served as the education partner of the National Park Service in this region.

### **PEEC MISSION**

PEEC advances environmental education, sustainable living, and appreciation for nature through hands-on experience in a national park.

### **PEEC FACILITIES**

PEEC is situated on a 38-acre campus surrounded by the 77,000 acres of the Delaware Water Gap National Recreation Area. The campus, its 40+ buildings, 6 hiking trails, and two ponds are situated on a ridgeline one mile above the Delaware River. PEEC offers overnight accommodation for 300 people, in a combination of 4 season cabins, lodges, and yurts and an award-winning passive solar dining hall as well as a 12,000 square-foot main building and numerous other buildings. There are also team building and confidence courses, pavilions and outdoor amphitheaters on campus. PEEC is open year-round. PEEC is situated on Federal land and most of the buildings are owned by the National Park Service.

### **ADDITIONAL INFORMATION**

More information on PEEC can be found at [peec.org](http://peec.org).

PEEC is an Equal Opportunity Employer. Our effectiveness is enhanced when equity and inclusiveness are practiced and protected throughout our organizational governance, culture, and staffing. Recruiting and retaining a diverse workforce is a high priority at PEEC. PEEC does not discriminate on the basis of race, color, national origin, religion, sex, gender, gender expression, gender identity, sexual orientation, physical or mental, disability, military, genetic information, ancestry, marital status, age, citizenship, or any other basis prohibited by law in any of its policies, programs, or operations.