



Annual Giving and Communications Coordinator

About Accokeek Foundation

For over 65 years, the Accokeek Foundation has preserved the natural and cultural heritage of Piscataway Park, fostering a deep connection to stewardship and sustainability. In partnership with the National Park Service and affiliated communities, the Foundation stewards Piscataway Park, honoring the Indigenous peoples whose histories and traditions shape the land. Open daily, the park offers visitors a tranquil setting for recreation and reflection, while educational programs annually engage thousands of students in exploring environmental stewardship through historical and cultural perspectives.

Position Overview

The Annual Giving and Communications Coordinator will play a pivotal role in strengthening the Accokeek Foundation's connections with stakeholders, including donors, board members, and volunteers. Reporting directly to the Executive Director, the position supports development goals by managing donor relations, assisting the Executive Director and Board of Trustees, and ensuring effective communication and engagement strategies to advance the Foundation's mission and strategic objectives.

Key Responsibilities

Grant Administration

- Collaborate with the Executive Director, program leads, and other staff to draft, manage, and submit grant proposals, reports, concept notes, program overviews, and other deliverables.
- Ensure timely submission of grant materials, maintaining an organized calendar of deadlines and deliverables.
- Conduct research to identify institutional funding prospects and align opportunities with organizational priorities.
- Maintain clear records of grant activity, funder interactions, and reporting requirements in the grants management system.

Donor and Stakeholder Relations

- Develop and maintain strong relationships with donors, volunteers, and partners to enhance engagement and retention.

- Coordinate donor recognition activities, including personalized thank-you letters, gift acknowledgments, and stewardship initiatives.
- Manage and update donor records in the Altru database, ensuring accuracy and timeliness of gift entries, reports, and outreach.
- Support the planning and execution of donor events, including invitations, logistics, and post-event follow-ups.
- Research and identify potential donors and sponsors, providing recommendations to the Executive Director for cultivation.

Development and Communications

- Collaborate with the Executive Director to develop strategies to meet annual fundraising goals.
- Create compelling materials for donor outreach, including brochures, reports, and presentations.
- Maintain consistent communication with stakeholders via newsletters, email campaigns, and social media updates.
- Track and report metrics related to donor engagement and fundraising campaigns.

Executive Support

- Serve as a trusted partner to the Executive Director, managing schedules, correspondence, and communications with donors, board members, and key partners.
- Provide administrative support to the Board of Trustees, including coordinating meetings, preparing agendas and materials, recording minutes, and maintaining board records.
- Assist with tracking and following up on action items related to donor cultivation, board initiatives, and partnership development.

General Administrative Support

- Manage incoming and outgoing communications, prioritizing inquiries and ensuring timely responses.
- Maintain organized records for development activities, board initiatives, and stakeholder engagement.
- Provide technical support and troubleshooting for communications-related tools, including email and web platforms and donor management systems.



Qualifications

- Bachelor's degree in nonprofit development, communications, or a related field, or equivalent work experience.
- At least 2 years of experience in grant or technical writing, fundraising, or donor relations, preferably in a nonprofit setting.
- Strong writing, editing, and research skills with an ability to create compelling proposals and donor communications.
- Experience with donor database management (e.g., Blackbaud Altru) and proficiency with Microsoft 365, Constant Contact, and tools like Canva or Adobe Creative Suite.
- Excellent interpersonal skills and the ability to build relationships with diverse stakeholders.
- Highly organized, detail-oriented, and capable of managing multiple projects with tight deadlines.
- Demonstrated ability to work collaboratively in a team environment while also managing independent responsibilities.

Physical Demands

The role requires regular sitting, occasional standing and walking, and the ability to lift up to 20 pounds. Reasonable accommodations will be made for individuals with disabilities.

Compensation and Benefits

This is a non-exempt, full-time position offering a starting salary of \$45,000-\$55,000. Candidates must be available to work on-site, including weekends, with some flexibility for remote work as the role allows. Accokeek Foundation provides eligible employees a comprehensive benefits package including flexible paid time off, cost share benefit, paying 50% of health insurance premiums, retirement matching, and paid disability and life insurance.

To apply: Send a resume and cover letter describing how your experience, skills, and interests make you uniquely qualified for this position by email with the subject line "Resource Development Associate" to info@accokeek.org. Applications will be reviewed on a rolling basis until the position is filled.

The Accokeek Foundation is an Equal Opportunity Employer, committed to fostering a diverse and inclusive workplace free of discrimination.