



Position: Development Coordinator

Location: Hamburg, NY

Status: Part-time, Hourly, Non-Exempt, up to 20 hours/week

Start Date: TBD, Fall 2026

Penn Dixie is growing and seeking our first development team member! This individual will develop and coordinate our fundraising and sponsorship efforts to drive sustainability and revenue growth! To apply, please send cover letter and resume to phil@penndixie.org. Applications will be accepted until the position is filled. Email inquiries only.

Duties: The Development Coordinator is a part-time professional staff member who focuses on fundraising opportunities in support our mission of hands-on science education. Grant writing, sponsorship seeking, and stakeholder engagement are key pillars of the role; administrative and programmatic support are also part of regular duties. The Development Coordinator reports to the Executive Director and works closely with staff, board, community partners, and stakeholders to enhance Penn Dixie's engagement with the community while helping to fund operational, programmatic, and capital projects.

Specific responsibilities:

- Coordinate overall fundraising and engagement efforts
- Research, plan, and execute strategies for fundraising development
- Manage donor relations to grow our base of gift giving and support new & current programs
- Establish and foster new community partnerships and sponsorship opportunities
- Collaborate with educational staff, coordinate sponsored projects
- Research, write, and submit grant proposals
- Attend business and government functions, participate in professional groups and societies
- Use relevant technologies (e.g. donor database & membership software, Canva, G-Suite, MS Office, etc.) to support and measure fundraising efforts; develop organizational use of these technologies
- Schedule and lead special events and interpretive tours for VIPs and other guests
- Other duties as assigned

Essential requirements:

- Nonprofit experience in marketing, leadership, development, communication, or fundraising with a degree in a marketing, business, communications or related field
- Energetic and friendly with exceptional interpersonal skills
- Excellent communication and organizational skills
- Professional demeanor with appreciation for diverse viewpoints and attention to detail
- Be independently driven while also working well within a team environment
- Access to a vehicle and a safe driving record for reimbursed travel to off-site events
- Must embrace the Penn Dixie mission

Work environment:

- Winter: Office work (Blasdell, NY location), meetings, indoors events (100%)
- Spring/summer/fall: Office work and indoors events (80%), and outdoors setting (20%)
- Potential for hybrid work, flexible scheduling
- Frequent sitting, standing, walking, and bending with occasional lift of light (20 lbs) loads

Compensation:

- \$22-25/hour. Starting pay is based on education, experience and interview.