TRUST BOARD OF EBEY'S LANDING NATIONAL HISTORICAL RESERVE

Ebey's Forever Fund (EFF)
Development Coordinator

Reports to: Reserve Manager
Compensation: $18-$20/hr, DOE (Approx. 16-20 hrs/wk) Independent Contractor
Duration: July 1 – Dec 31, 2012 (w/option to renew depending on funding)

Summary of Position:

The Development Coordinator will be responsible for providing assistance and "on the ground" coordination in support of fundraising efforts on behalf of the Ebey's Forever Fund. The successful candidate will have a strong familiarity with non-profit fundraising, event planning and execution, and community awareness building.

Duties & Responsibilities:

The Coordinator will work as an Independent Contractor, based out of the Ebey's Landing National Historical Reserve office. This position is not part of the National Park Service. Responsibilities include:

- Work closely with the Reserve staff, the Fund committee and the Consultant team in support of targeted EFF fundraising and communications efforts;
- Manage the "on the ground" execution of all donor related events and activities in support of the fund development strategies;
- As appropriate and in cooperation with the EFF team, serve as the primary contact or point person in the community for key activities (i.e., helping secure in-kind donations, distribute info EFF or key events, etc.);
- Engage with media by seeding information, messages and stories for blogs and other online posts as identified;
- Support and execute administrative functions of EFF including data entry, mailings, donor research and information tracking, etc.

Required Qualifications:

- Demonstrated strong organizational skills, attention to detail and accuracy, and ability to adhere to timelines;
- Strong written and verbal communication skills;
- Ability to be flexible, perform under pressure, and work independently and as part of a team;
- Must have valid Washington Driver's License;
- Must have at least 2 years of demonstrated administrative experience and have a general knowledge of Whidbey Island and its communities.

Desirable Qualifications, Knowledge, Skills and Abilities:

- Ability to take initiative, work independently and with a variety of volunteers;
- Non-profit experience and familiarity with development and event planning;
- Strong computer proficiency, including experience with word processing, spreadsheet and graphics software, as well as experience with social media;
- Ability to work non-standard hours as required, including weekends when necessary;

- Enthusiasm and commitment to the organization's mission.

This is a part-time, contract position that reports to the Reserve Manager. The office is located past Sunnyside Cemetery and is a smoke-free, really awesome work place.

To apply for this position, E-MAIL a Resume, along with a Cover Letter to the Trust Board of Ebey's Landing, attn.: Carol_Castellano@partner.nps.gov. No phone calls please. For additional information on Ebey's Landing NHR & this position, visit our website at: www.nps.gov/ebla.