



Development Coordinator

The Parklands of Floyds Fork seeks a highly organized individual passionate about parks, the outdoors, and about building a community that voluntarily supports this donor and visitor-supported park through financial contributions of all sizes. The Development Coordinator will be an integral part of the development team reporting to the Director of Development and External Relations and will play a key role in assisting the overall success of major fundraising events and the recruitment and stewardship of donors needed in order to maintain The Parklands.

Primary Responsibilities

- Work with the Director of Development and External Relations to coordinate and plan The Parklands Annual Fund campaign
- Manage The Parklands membership program to include renewal process and digital campaigns, while assisting in implementing strategies to upgrade existing donors.
- Plan Parklands membership programs and stewardship events, both virtual and in person.
- Assist the planning of major fundraising events annually to include committee meetings, event logistics and execution.
- Manage other digital campaigns to include Giving Tuesday and Give Local Louisville
- Conduct grant and sponsorship research, assisting in grant writing.
- Work with individuals, foundations and businesses to raise awareness of The Parklands mission and impact to include outreach tables.
- Work closely with our communications team to ensure proper promotion around fundraising and membership programs, renewal emails and other outreach.
- Other duties as assigned by the Director of Development & External Relations

Experience / Qualifications:

- Associate or Bachelor's degree.
- Two to three years' professional experience – preferably in a nonprofit.
- Knowledge and experience in fundraising techniques.
- Excellent interpersonal skills with a collaborative, customer-service attitude.
- Experience in event execution.
- Ability to present information concisely and effectively, both verbally and in writing.

- Proven experience in time management and an ability to prioritize competing deadlines.
- Experience working independently to achieve individual and team goals; be a self-starter.
- Seek opportunities to problem solve and propose creative solutions
- Proficiency in Microsoft Word and Excel.
- Demonstrate professional conduct and attitude at all times.
- Ability to work evening and weekend hours as related to special events
- Must have a valid Driver's License
- Must be able to sit for prolonged periods of time

About The Parklands of Floyds Fork:

21st Century Parks dba The Parklands of Floyds Fork is a systemic, world-class addition to Louisville's park system that includes four major parks linked by a park drive, a first-rate urban trail system, and a remarkable water trail, all tracing Floyds Fork, a classic Kentucky stream. Ongoing maintenance and operations are funded solely through private donations, earned income and an endowment fund. This public/private project is a unique and truly city-shaping model. This is the largest fully funded non-profit park system in the nation. Learn more at www.theparklands.org.

Job Location:

This position is based in The Parklands of Floyds Fork's downtown office, at 471 W. Main St., Louisville, KY.

Compensation and Benefits:

This is a full-time position with a competitive salary and benefits package including health/dental insurance, a 401k matching program, two weeks paid vacation, five sick days per year, and a fun and energetic work environment.

To Apply:

Applications will be accepted until this position is filled. Interested candidates should submit their resume, a cover letter of interest – including expected salary, and a list of two references via email to careers@theparklands.org with "Development Coordinator" in the subject line. Please no phone calls. Any recommended applicants for hire must pass a background check.