Island Press

Development Coordinator

Founded in 1984 and based in Washington, DC, Island Press’s mission is to provide the best ideas and information to those seeking to understand and protect the environment and create solutions to its complex problems. We elevate voices of change, shine a spotlight on crucial issues, and focus attention on sustainable solutions. As the nation’s foremost not-for-profit publisher of environmental books and other materials, we grow the awareness of and present science-based solutions to the critical challenges of our times to the natural world, to the built environment, and to the health and well-being of all.

Island Press is seeking a dynamic and enthusiastic fundraising professional to play an integral role as the Development Coordinator, ensuring a meaningful donor experience and contributing to effective fundraising efforts through coordination with staff, the Board of Directors, and donors. This position is perfect for building on your prior experience in communications and fundraising and expanding your knowledge and skills in non-for-profit development.

OVERVIEW

- Contributes to and executes annual fundraising plan, including individuals and organizations
- Supports fundraising efforts by preparing multi-channel communications, drafting grant proposals, organizing meetings, and reporting
- Researches and presents on prospective funding sources and outcomes from prior efforts
- Coordinates planning and logistics of Board of Directors annual and committee meetings and fundraising events
- Tracks detailed information of fundraising efforts and responses, particularly with the donor database

QUALIFICATIONS

- An understanding of and an appreciation for the ideas of diversity, equity, and inclusion
- Prior experience sufficient to carry out the essential duties and responsibilities of the position, as in a similar or subordinate role
- Demonstrated ability to produce written content to engage diverse audiences
Ability to communicate and interact with individuals at various levels of the organization and with external parties (e.g., donors, foundations)

Ability to determine and apply discretion when handling sensitive information

Ability to manage multiple concurrent projects with a strong attention to detail and deadlines

Ability to locate, extract, organize, and use or present information via internet or database research

Ability to travel to events and the DC headquarters (2-3 times per year)

Knowledge of social media design and strategy

Interest in environmental issues, social justice, or book publishing

COMPENSATION & BENEFITS

- Salary range $55k - $65k, commensurate with experience
- Remote work and flexible scheduling
- Friday Flextime potential
- Annual leave: vacation, sick, and personal
- Subsidized healthcare insurance
- Dental, vision, life, short-term and long-term disability insurance
- Flexible spending accounts for medical and dependent care expenses
- Retirement plan
- Free membership to on-site fitness center at DC headquarters
- Employee discount on Island Press titles

APPLICATION

As a leading non-profit book publisher, we believe that including and representing diverse voices in all aspects of our business is fundamental to what we do. Our publishing programs must reflect the broad range of backgrounds, experiences, political views, and ideas that shape our society and publish books for all readers.

Island Press provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state, or local laws. This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation, and training.

To apply, send a cover letter, résumé, and professional writing sample to resumes@islandpress.org with a subject of Development Coordinator. Applications will be reviewed on a rolling basis until the position is filled. Please see our website for up-to-date position information. No calls please.