



STROUD REGION OPEN SPACE & RECREATION COMMISSION

Job Posting – Development Officer

Who Is Stroud Region Open Space & Recreation Commission:

The Stroud Region Open Space & Recreation Commission (SROSRC) is located in the scenic Pocono Mountains of northeast Pennsylvania and headquartered in the borough of East Stroudsburg, Monroe County. SROSRC's mission is connecting the community with recreational programs, greenways, trails, parks, recreation amenities and natural areas throughout the Stroud Region.

SROSRC partners with Stroudsburg and East Stroudsburg boroughs, and Stroud Township to provide these municipalities with vibrant parks and programs for our diverse population.

All year and every season, Stroud Rec programs and events are a great way to get outdoors and connected to the community.

We are currently seeking applicants for the role of full-time Development Officer.

Development Officer Role and Responsibilities:

The Development Officer is pivotal to advancing the Commission's mission by securing sponsorships, writing grants, organizing fundraisers, and cultivating donations. The ideal candidate is an initiative-taker with strong relationship-building skills, has a passion for supporting parks and recreation initiatives, and has connections with the local business community. A successful Development Officer is motivated and results-driven. This position is ideal for professionals looking for an opportunity to make a big impact.

The Development Officer reports to the Executive Director. Performance will be evaluated after 3 months and 6 months, and each 6 months thereafter.

Primary Responsibilities include:

- Identify, solicit, and secure sponsorships for events and programs through outreach to local businesses, regional corporations, community leaders, foundations, and individual supporters.
- Research and manage grant opportunities aligned with the organization's mission, facility needs, and program needs using grant databases, government resources, foundation websites, and professional networks.
- Plan and execute fundraising events to meet revenue, participation, and engagement goals
- Design and implement donor stewardship and engagement strategies to retain existing donors, increase giving levels, and cultivate new supporters over time
- Track and report on fundraising efforts and outcomes.
- Provide input on development strategies to meet organizational goals.
- Serve as primary staff liaison for non-profit partner Friends of Stroud Region Open Space and Recreation Commission providing coordination, communication, and administrative support as needed.

Who We're Hiring

- Demonstrated successful experience in fundraising, grant writing, sponsorship acquisition, or a related field.
- Excellent written and verbal communication skills.
- Strong interpersonal skills and the ability to build relationships with diverse stakeholders.
- Proficiency in Microsoft Office and donor management software (preferred).
- Highly organized, with the ability to manage multiple projects and meet deadlines.

Expected Hours of Work: 40 hours/week unless otherwise specified.

Compensation: Starting rate: \$35,000 - 40,000 annually, proportional to the level of experience and skills, with benefits:

- Medical, dental, vision insurance
- Paid holidays
- Generous time-off policy

Join the SROSRC Team because YOU:

- Have a passion for creating financial sustainability, leveraging networks, and seeing projects to their stated conclusion.
- Enjoy working with businesses and donors to find the best sources of support for recreation programs and services.
- Are familiar with the business community in and around the Pocono Mountains region.
- Thrive in a flexible, hands-on work environment where priorities may shift and initiative is valued.
- Are motivated by opportunities to improve systems, streamline processes, and contribute practical ideas that increase efficiency and impact.
- Value being part of a small, collaborative organization where your contributions are visible, appreciated, and make a direct difference in the community.

Work Environment and Physical Requirements:

1. Office settings, including extended time at a desk and working on a computer.
2. Ability to manage time and productivity without direct supervision.

Must obtain these clearances upon hiring, to be completed before first day of work:

- PA Child Abuse Clearance <https://www.compass.state.pa.us/cwis/public/home>
- Pennsylvania Access to Criminal History <https://epatch.state.pa.us/Home.jsp>
- FBI Fingerprint Check http://www.pa.cogentid.com/index_dpwnNew.htm (Dept. of Human Services)

How to Learn More and Apply:

1. Go to: <https://www.srosrc.org/employment>. Click the link for the desired position to learn more.
2. Submit a cover letter and resume directly to Autumn@srosrc.org.

Role Competencies:

Action Oriented	Organizational Agility	Process Management
Customer Focus	Patience	Technical Learning
Dealing with Ambiguity	Perseverance	Time Management
Drive for Results	Planning	Understanding Others
Ethics and Values	Priority Setting	Written Communications
Integrity and Trust	Problem Solving	