

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 part-time Development Officer.

Development Officer Role and Responsibilities:

The Development Officer is pivotal to advancing the organization's mission by securing sponsorships, writing grants, assisting with fundraisers, and cultivating donations. The ideal candidate is a self-starter with strong relationship-building skills and a passion for supporting parks and recreation initiatives. A successful Development Director is motivated and results-driven. This position is ideal for professionals looking for a part-time opportunity to make a big impact.

The Development Officer is accountable to and reports to the Executive Director. This position offers flexible scheduling, with the opportunity for partial remote work. Some in-person attendance at events or meetings as needed. Performance will be evaluated after 3 months and 6 months, and each 6 months thereafter.

Primary Responsibilities include:

1. Identify, solicit, and secure sponsorships for events and programs.
2. Research and identify grant opportunities aligned with the organization's mission.
3. Collaborate with Recreation Manager and Friends of SROSRC to plan and execute fundraising events.
4. Maintain donor records and ensure prompt acknowledgment of contributions.
5. Track and report on fundraising efforts and outcomes.
6. Provide input on development strategies to meet organizational goals.

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: Flexible, 8 hours/week unless otherwise specified.

Compensation: Starting rate: \$26 - \$30 per hour based on experience.

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.
- Desire to work in a dynamic and flexible work environment.
- Want to be part of a culture where new ideas for efficiency and productivity are welcomed and put into practice.
- Appreciate receiving meaningful recognition and feeling like your time and work effort matters to your employer, co-workers, and members of the public.

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_dpwNew.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	