

# ENVIRONMENTAL HEALTH PROJECT

DEFENDING PUBLIC HEALTH SINCE 2012

## Job Posting – Development Coordinator

**Job Title:** Development Coordinator

**Reports to:** Deputy Director

**Location:** Hybrid virtual/in-person (candidates based near Pittsburgh, PA, preferred but not required)

**Job Type:** Part-time (20 hours/week), salaried, non-exempt

### Organization Description:

The Environmental Health Project (EHP) is a public health nonprofit organization that provides wide-ranging support to communities impacted by oil and gas development. That support includes environmental monitoring, data and research interpretation, public health guidance, and advocacy tools. EHP's team includes a varied and skilled group of scientists, community educators, analysts, health professionals, and communications experts. The strength of the organization lies, in part, in its direct contact with community members, learning about their circumstances and responding to their need for relevant information and guidance. The organization opened in 2012 and has become a national leader in the comprehensive understanding of, and response to, the public health consequences of oil and gas development. We seek to support communities more broadly in understanding the exposures and risks generated by oil and gas development, and also to engage in policy dialogues at the local, state, and national levels regarding the public health implications of oil and gas activities.

### Job Summary:

EHP seeks an organized and enthusiastic Development Coordinator to identify and pursue revenue opportunities in order to help EHP more effectively fulfill its mission to protect public health in the face of oil and gas development. The Development Coordinator will support implementation of the organization's development strategies, identifying new opportunities and maintaining ongoing funder and donor relationships. Various tasks and requirements associated with this role include, but are not limited to, the following:

### Primary Duties:

- Assist with grant applications and reports, including managing deadlines and writing content
- Research and identify grant opportunities with existing and potential funders
- Maintain grant management system; track timelines, application details, and statistics
- Work with Development Team to support seasonal giving campaigns
- Maintain donor management system; ensure accurate tracking of donor history and information
- Work with Deputy Director and bookkeeper to process gifts; ensure timely donation receipts and acknowledgements

**Core Attributes Required:**

- Ability to thrive in a dynamic, deadline-oriented environment with demonstrated ability to balance multiple, competing demands and establish priorities
- Excellent written and oral communication skills to broad and diverse audiences on a range of complex and technical issues
- Ability to offer creative, implementable solutions to complex problems
- Attention to detail and comfort with managing deadlines and deliverables across multiple projects
- Basic understanding of current events related to public health and fossil fuel industry issues
- Proven flexibility to new challenges and situations
- Strong analytical and critical thinking skills
- A “roll up your sleeves” attitude and willingness to take initiative to address issues proactively
- Ability to strategize with team members, with a focus on organizational improvements
- Track record of teamwork, especially with remote teams
- Passion for the organization’s mission to defend public health in the face of oil and gas development

**Education and Experience Required:**

- 2-3 years of experience in a nonprofit fundraising role
- Bachelor's degree in a related field
- Experience managing donor and grant databases
- Excellent written and communication skills
- Proficient in Microsoft Office Suite

**Compensation:** Commensurate based on experience (expected salary range of \$25k-30k), Health Reimbursement Arrangement, 401k match, and competitive time off policies.

**Application Instructions:** Submit cover letter explaining why this role is a good fit, resume, and salary requirements to Patrick Dooling, pdooling [at] environmentalhealthproject [dot] org.

**Apply by August 15, 2024, for first-round review.**

Feel like you may not be totally qualified? Studies have shown that women and people of color are less likely to apply to jobs when they believe they don’t meet every qualification. At EHP, we are committed to promoting a culture of diversity, inclusiveness, and mutual respect. So, if this role appeals to you, but you feel your experience does not align perfectly with every qualification in this job description, we encourage you to apply anyway. You may be just the right candidate for this or other roles.

*All applicants and employees will enjoy equality of opportunity and fair treatment without regard to, race, color, age, religion, pregnancy, sex, sexual orientation, disability, gender identity, gender expression, national origin, genetic information, veteran status, marital status, or prior protected activity.  
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