



### Development Coordinator

Hudson River Sloop Clearwater is a member-supported non-profit organization whose mission is to preserve and protect the Hudson River, its tributaries and related bodies of water. As an organization, Clearwater works to provide innovative environmental programs, advocacy, and celebrations designed to inspire, educate and activate the next generation of environmental leaders.

**Job Overview:** The Development Coordinator plays a crucial role in planning, coordinating, and executing a wide range of events and activities aimed at promoting our mission and engaging our community. This position also involves cultivating and managing sponsorship relationships and partnerships to support our organization's goals.

The starting salary for this position is \$42,000 and includes the following benefits: 3 weeks vacation, 9 sick days, 4 personal days, 11 paid holidays, employer funded life insurance, partially funded health insurance plus a peaceful and supportive work environment. This is a hybrid in-person/remote position; working a few days per week at Clearwater's main office located at 724 Wolcott Avenue, Beacon, NY 12508.

#### Key Responsibilities:

- Plan, organize, and execute various events, including fundraisers, community outreach programs, and public awareness campaigns.
- Coordinate all logistical aspects of events, such as venue selection, catering, equipment, and transportation.
- Develop and maintain event budgets, track expenses, and ensure cost-effective event planning.
- Collaborate with the communications teams to create event marketing materials and promote events through various channels.
- Cultivate and manage relationships with sponsors and partners, seeking opportunities for sponsorship and collaboration.
- Create sponsorship proposals and secure financial and in-kind sponsorships to support events and initiatives.
- Ensure sponsor obligations are met, including recognition and benefits as outlined in agreements.

- Assist in the recruitment, training, and management of volunteers for events and activities.
- Evaluate the success of events and sponsorships through post-event analysis and reporting.
- Stay current on industry trends and best practices related to event planning and sponsorship.
- Other development tasks as assigned.

Qualifications:

- Bachelor's or Associate's degree preferred.
- Proven experience in event planning and coordination, preferably in a nonprofit or community-focused setting.
- Strong project management skills with the ability to multitask and meet deadlines.
- Excellent communication and interpersonal skills.
- Proficiency in GSuite, Microsoft Office, and event management software. Proficiency in Canva is a plus.
- Experience with sponsorship solicitation and management is a plus.
- Creative thinking and problem-solving abilities.
- Ability to work independently and as part of a team.
- Passion for our organization's mission and values.

Clearwater acknowledges that the construct of race disproportionately affects Black, Indigenous, and People of Color. We reflect and take action to ensure that we do not perpetuate white supremacy. Clearwater respects LGBTQIA+ people; we use language and actions that are respectful of all gender identities and sexual orientations. Clearwater celebrates and welcomes members of any race, color, religion, national origin, sex, sexual orientation or identity, physical or mental ability or age to apply.

To apply, please email a cover letter and resume to Erin Macchiaroli at [erin@clearwater.org](mailto:erin@clearwater.org).