



DARBY CREEK VALLEY ASSOCIATION

Part-Time/Operations and Fundraising Manager

The Darby Creek Valley Association (DCVA) is a conservation and historic preservation citizens group made up entirely of volunteers living in and around the Darby Creek Watershed. Our charter is the enhancement of the quality of Darby Creek, the Darby Creek watershed, and the communities in and around the Watershed. This includes monitoring water quality, interacting with local governments, community groups, and concerned citizens. DCVA has an immediate opening for a Part-Time Operations and Fundraising Manager.

Job Description:

Project Administration is a critical part of how DCVA operates. Careful planning, coordination, and execution is essential for all the multiple DCVA functions. The Operations and Fundraising Manager is responsible for coordinating with the board, on all events, and fundraising. The successful candidate will work the DCVA Board of Directors and will report directly to the applicable member of the DCVA Executive Committee.

Responsibilities:

- Monitor all phone calls, emails, and mail for the organization.
- Handle all administrative responsibilities including but not limited to website, social media, bank transactions, membership mailings (with volunteer help), email blasts, etc.
- Coordinate all events for DCVA with help from the board and any other part-time staff that may be hired from time-to-time.
- Interact with major donors including individuals and foundations.
- Write grant proposals and membership letter and fundraising solicitations.
- Communicate regularly with the board of directors and implement other projects, activities or events as directed by the board.

Desired Experience and Qualifications:

The successful candidate will have a background in environmental studies, administration, business, or another field as long as there is experience in management and operations. Demonstrated project management skills are required. The successful candidate must also possess strong interpersonal skills, communication skills and be able to work in a team environment. Familiarity with the Darby Creek Watershed is a plus.

Compensation and Schedule:

DCVA offers a flexible, work-from-home environment. The pay rate is \$22/hours for 15 to 20 hours a week. We offer 5 sick days accrued per year. We are also hoping to expand the organization, so we are looking for someone who is interested in fundraising which can potentially create a full-time position.

Application Procedure:

Review of applications to begin immediately and continue until the position is filled. Send resume and cover letter to president@dcva.org. Electronic submission is required. The Darby Creek Valley Association is an equal opportunity employer and will not discriminate against any employee or applicant on the basis of age, color, disability, gender, national origin, race, religion, sexual orientation, veteran status, or any classification protected by federal, state, or local law.

P.O. Box 732, Drexel Hill, PA 19026

Office: 484-222-2502 | DCVA.ORG