POSITION ANNOUNCEMENT

Program Coordinator, Development and University Relations

National Council for Science and the Environment (NCSE)

The Program Coordinator, University Relations and Development, will support the Executive Director and the Director of Development on membership and development activities for NCSE’s programs and initiatives, including working with universities, federal agencies, foundations, and corporations.

The Program Coordinator will assist with management on a range of membership activities for NCSE’s growing University Affiliate Program and its new community college affiliate. NCSE’s university programs advance environmental education, sustainability and research at academic environmental programs at universities and colleges across the United States.

Responsibilities:

- Assists the Director of Development and University Relations in all aspects of management related to NCSE’s university membership programs.
- Interacts with current and prospective member colleges and universities and their faculty regarding university related programs and services.
- Works with the Executive Director and Development Director to organize public relations trips with universities and organizations in selected cities.
- Helps to execute an annual development plan to identify potential private and corporate funders for NCSE’s National Conference, a major annual event for the organization.
- Prepares marketing materials and quarterly newsletter for the university affiliate program.
- Manages the day-to-day administrative functions of NCSE’s University Affiliate Programs, including communication materials, membership payments, and database management.
- Conducts research on funding possibilities, assists in writing letters and grant applications, and edits reports to funders on project initiatives.
- Works with the Development Director on Board Member relations.
- Maintains grant and sponsorship records for NCSE programs, and handles donor contributions.
- Liaison with NCSE staff on several program areas.

Qualifications:

Bachelor’s degree with a minimum of two years work experience at a non-profit organization or Master’s degree in a relevant field with some work experience. Experience in development is highly desirable; individuals with applicable knowledge, particularly in environmentally related areas or skills and abilities in non-profit functions, are encouraged to apply.

The position requires:
• strong organizational and administrative skills
• excellent communication skills, both written and oral
• proficient computer skills including database management, experience with BlackBaud a plus
• must be a self-starter with a demonstrated ability to handle multiple tasks and deadlines for proposals, reports, and other communications
• strong process orientation with sensitivity to quality

Salary range $32,000 to $42,000, commensurate with experience.

To Apply: Interested applicants should send cover letter and resume to affiliates@ncseonline.org.

About NCSE
The National Council for Science and the Environment (NCSE) is a non-profit organization located in Washington, DC, which works to improve the scientific basis of environmental decision-making. NCSE specializes in bringing together diverse institutions and communities, including research, education, environmental and business organizations as well as government agencies, to make science relevant to real world decisions on critical environmental challenges.

NCSE operates programs in the following strategic areas:
• strengthening education and career development;
• organizing the National Conference on Science, Policy and the Environment;
• developing science solutions; and
• advancing science-based policy for the environment.

For more information on NCSE, visit www.NCSEonline.org