Position: Engagement Officer  
Location: Hamburg, NY  
Status: Full-time, Exempt, 35-40 hours/week  
Start Date: January 20, 2020

We seek an energetic and friendly Engagement Officer to lead fundraising and community engagement efforts. To apply, please send cover letter and resume to: phil@penndixie.org. Applications will be accepted until the position is filled. Email inquiries only; no calls, please.

Duties: The Engagement Officer is a full-time professional staff member supporting a variety of activities, but focusing on development. These initiatives include capital campaigns, member and external relations, and community education. The Officer works closely with staff and board to promote the organization.

Specific responsibilities:
- Research, plan, and execute strategies for organizational growth
- Direct overall fundraising and engagement efforts
- Collaborate with educational staff, supervise and coordinate where needed
- Research, write, and submit grant proposals
- Attend business and government functions
- Participate in relevant professional groups and societies
- Schedule and lead special events and interpretive tours for VIPs and other guests
- Other duties as assigned by the Executive Director

Essential requirements:
- BS or BA in Business/Finance, Marketing, Communications, Education or a relevant field along with interest in science education; OR Similar work experience leading fundraising efforts involving communication, marketing, business/finance with degree in science or other field
- Energetic and friendly with exceptional interpersonal skills
- Excellent communication and organizational skills
- Microsoft Office skills (Word, Excel); mail merge knowledge preferred
- Professional demeanor with appreciation for diverse viewpoints and attention to detail
- Access to a vehicle and a safe driving record for reimbursed travel to off-site programs
- Must embrace the Penn Dixie mission

Work environment:
- Spring/summer/fall: Office work, indoors events (75%) and outdoors setting (25%)
- Winter: Office work, meetings, indoors events (100%)
- Frequent sitting, standing, walking, and bending with occasional lift of light (20 lbs) loads

Compensation:
- Salary and benefits (Health insurance, health savings account) totaling $32-35k
- Paid holidays, sick days, and vacation based on experience and qualifications