Hoosier Environmental Council
Development Coordinator

About the Opportunity
Do you have a passion for the environment and a desire to help nonprofit organizations strengthen their capacity to serve? Are you organized and understand the importance of data collection and tracking, but also embrace opportunities to help supporters find deeper connection with a mission-driven organization set on working with them to make the best possible difference for Indiana’s environment? Hoosier Environmental Council seeks an individual who understands the central role that individual fundraising plays in the existence of charitable organizations. Successful candidates will enthusiastically welcome the opportunity to ask donors for contributions that will sustain and expand our policy and program work benefiting Hoosier quality of life and space through strong environmental policy and practices.

HEC seeks a full-time fundraiser (hybrid) who can implement key portions of our annual fund campaign. The ideal candidate will have 2-5 years’ experience as a professional fundraiser and a deep desire to make a difference for the environment. A degree in fundraising (and/or CRFE certification) will be considered a plus, but not required.

Job Responsibilities
Additional job responsibilities of the Development Coordinator will be to:

• Help HEC attract and retain new individual donors.
• Administer components of HEC’s annual giving plan including periodic solicitations to donors via email, letters, and phone calls.
• Strengthen and streamline HEC’s donor response and communication system using Every Action CRM and fundraising platform.
• Solicit and steward a portfolio of low to mid-range donors.
• Coordinate and execute regularly scheduled donor-centric events focused on HEC’s work to attract new donors and strengthen relationships with current supporters.
• Participate in the planning and execution of several campaigns including Earth Day, Giving Tuesday, and End-of-Year Giving.

HEC seeks professionals who are passionate about our mission, who work collaboratively and creatively to advance HEC’s mission and objectives. Successful candidates will demonstrate achievement in past work. Competitive pay and benefits provided.

About HEC
As a 501 (c)(3) nonprofit organization founded in 1983, Hoosier Environmental Council has brought together a talented and committed team who care deeply about Hoosier quality of life and our environment and believe the two are intricately connected. HEC is guided by science, a deep appreciation of nature, and an understanding that every community and every individual deserves to live without harassment and ill effects of harmful environmental policy and practices.

HEC provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, gender, national origin, LGBTQ+ status, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state, or local laws.
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To Apply
This is an exciting and critical time to work at HEC. Indiana is seeing increasing opportunity and demand from business leaders, public sentiment, faith communities and federal, state, and municipal dollars to address issues related to climate change and the environment. HEC is a meaningful platform, and this is a pivotal time for someone like you to make a difference.

To apply, please send resume and cover letter to careers@hecweb.org.