



Engineers for a Sustainable World

DESIGN • EDUCATE • BUILD

Title: Development Coordinator

Reports to: Development Director

Team: Development

Time: Part-time (5-10 hours per week)

Salary: Volunteer, Required Travel Covered

ESW is nonprofit dedicated to a world of environmental, social, and economic prosperity created and sustained by local and global collective action. We do this through a network of chapters across the world tied together by a core headquarters team of volunteers who want to create a sustainable world outside of their work and academic lives.

The Development Coordinator assists the Development Director in managing relationships and connecting resource needs with potential partners and sponsors. Each Coordinator works on a specific set of relationships, defined by type and/or region (e.g. alumni and Eastern U.S.), and focuses on building existing connections and identifying new ones. They will assist in writing proposals, tracking ongoing donations, and writing donor-specific publicity material.

To apply, please send a cover letter and resumé/CV to apply@eswusa.org. Please contact us with any questions you may have as well.

Responsibilities include:

- Assisting in drafting proposals for new programs, in partnership with the Projects & Education team
- Assisting in drafting sponsor materials for ESW conferences
- Interacting with new and existing corporate donors
- Helping develop and manage fundraising campaigns
 - Writing outreach materials and social media posts
 - Preparing end-of-campaign reports on results and targets
- Preparing donor-specific publicity material such as fundraising campaign reports
- Assisting in planning donor appreciation at ESW-HQ sponsored events
- Attending weekly Development meetings

Desired skills and qualifications:

- Excellent communication and writing skills
- Experience with fundraising
- Able to work well both independently and as part of a team
- General knowledge of the breadth of sustainability topics - expertise not required
- Passion for sustainability, and agreement with our Mission, Vision, and Values
- A current ESW member, or willingness to become a member