



Stony Kill Foundation

79 Farmstead Lane
Wappingers Falls, New York 12590
845.831.3800 | stonykill.org

Development & Events Coordinator – Part-Time

Stony Kill Foundation is a 501(c)(3) nonprofit organization, that operates the NYS DEC-owned Stony Kill Farm Environmental Education Center, in Wappingers Falls, NY. Stony Kill Foundation's mission is to connect the public to nature, sustainable farming and local history. Our hands-on programs provide environmental education through the lens of agriculture. Thousands of people visit the 750-acre property each year, participating in our environmental education programs, hiking the trails, visiting the livestock, gardening in the community garden, and enjoying the outdoors. To learn more about our work, visit Stonykill.org or follow us on [Instagram](#) and [Facebook](#).

We are seeking a Development and Events Coordinator to join our team on the farm!

Working alongside our Executive Director and as part of our Development Committee, the Development and Events Coordinator will be critical to supporting Stony Kill Foundation's well-regarded community programming and continued stewardship of Stony Kill Farm through grants, seasonal events and fundraising initiatives.

We encourage you to apply to help support a historical farm and education center; working with a passionate and upbeat team; and you have skills and experience relevant to the responsibilities below. We recognize that everyone has a unique set of skills and encourage you to apply even if you do not have all of the experience described below!

Primary Responsibilities Include (not limited to)

- Manage annual fundraising appeal (direct mail, email, and associated social media)
- Prepare grant applications and reports, and research new grant opportunities
- Manage and oversee seasonal events (coordinating volunteers and fundraising)
- Manage yearly fundraising initiatives
- Manage program sponsorships - managing recognition tiers, vetting, and cultivating sponsors
- Oversee membership program with a focus on member retention and recruitment
- Collaborate with other staff on e-newsletter, social media, and website content

Desired Skills and Qualifications

- Demonstrated experience relevant to fundraising and grant-writing
- Experience with email marketing, social media, and online communication tools

- CRM database experience a plus (we use Little Green Light)
- Ability to build relationships with diverse constituents and communicate comfortably by phone, email, mail, and in person.
- Able to thrive in a collaborative work environment, work independently, and adapt to a changing schedule of activities.
- Enthusiasm for environmental education, agriculture, conservation, outdoor recreation, historic preservation, or related.

Additional Details

- Work is on location at Stony Kill Farm Environmental Education Center in Wappingers Falls, NY.
- This position reports to the Executive Director and is a member of the Development Committee.
- Primarily weekday work schedule with scheduling flexibility. Occasional weekend and evening hours related to special events required.
- This position is part-time (15 - 20 hours/week) with a starting pay rate of \$30/hour.
- This is a newly created position with the expectation for the role to increase to full time with the success of the position.

COVID-19 Considerations

We are following the most current guidance from New York State and the CDC to protect our staff and visitors. Staff are currently working on site and are required to be fully vaccinated from COVID-19.

To Apply

Applications will be reviewed on a rolling basis until March 23, 2025. After the deadline, we will contact you about next steps. To apply, send an email with the subject line "Development & Events" to Stacey at stacey@stonykill.org with the following: 1) a cover letter, 2) your resume, and 3) a list of 2-3 references with contact information.

Stony Kill Foundation is committed to equal opportunity employment, celebrating inclusion and diverse talent.