



Stewardship and Development Coordinator Role Description

About the CVSR (Cuyahoga Valley Scenic Railroad): The Cuyahoga Valley Scenic Railroad is in Northeast Ohio and is a preservation and excursion railway. As a non-profit 501(c)3, CVSR operates in partnership with the Cuyahoga Valley National Park (CVNP). The CVSR mission is to provide educational, recreational, and scenic railroad experiences and provide alternative transportation within the Cuyahoga Valley National Park and the Ohio & Erie Canal.

About the Role: As a member of the Development Department, under the direction of the Development Director, the Stewardship and Development Coordinator supports the Cuyahoga Valley Scenic Railroad's (CVSR) comprehensive stewardship and fundraising goals for donors and members. The Stewardship and Development Coordinator partners with multiple departments, including Marketing and Events, to advance the mission of CVSR. An interest in history and preservation is a plus.

Responsibilities:

- Work within the Development Team (CEO/President, Development Director, and Membership and Development Manager) by creating the content needs for development/stewardship initiatives and programs.
- Stewardship Responsibilities:
 - Work with Cultivation Volunteers, in partnership with the Volunteer Manager.
 - Coordinate stewardship events in partnership with the Events, Customer Service and Operations Departments.
 - Prepare and track event invitations and collateral materials.
 - Assist with event details for cultivation guest experience, including confirmation of train availability, dates and times of departure, menus, etc.
- Development Responsibilities:
 - Support the implementation of the annual development/stewardship/membership calendar.
 - Draft content and materials for department purposes, that support development/stewardship/membership deliverables; this is done in collaboration with the Marketing Department.
 - Reports, newsletters, mailings, acknowledgements, informational resources, etc.
 - Assist with record keeping and deliverables details.
- Support the mission and vision of CVSR in all interactions with colleagues, members, and stakeholders.

Expectations:

- Attends and participates in necessary meetings.
- Ability to work some evenings and weekends.
- ***This role does not lend itself to remote or work from home options.***
- Other duties as assigned.

Qualifications:

- Ability to gather, organize, and synthesize data and information for both internal and external stakeholders.
- Excellent written, verbal, and organizational communication skills.
- Attention to detail, results, and deadlines.
- Capacity to adapt to changing priorities and balance competing assignments is necessary.
- Ability to work in a team environment and operate independently.
- Ability to speak, read, and write clearly and coherently in the English language.
- Computer literacy is essential – including Microsoft Office Suite.

Qualities and Characteristics:

- Kind, empathetic, and collaborative in maintaining a safe and positive work environment.
- Self-starter and creative problem solver.
- Passion to serve others and our local/regional community.
- Interest and respect for history and preservation.

Preferred Experience:

- Associate or Bachelor's degree with liberal arts focus: English, History, Journalism, Communications, Hospitality, or Philanthropy/Non-Profit Management or related field.
- Excellent written communication and proofreading skills are crucial – work product samples may be requested – can include educational assignments.
- CRM (Customer Relationship Management) or database management experience a plus.
- ***CVSR is open to interviewing spring 2023 graduates, and onboarding part-time during final semester.***

Employment Details:

- Full-time / 40-hours per week / Salaried
- Medical and Dental Benefits
- Paid Time Off
- Organizational Winter Break

To Apply:

- Please submit a resume, cover letter and three references to
 - Susan Figler, Development Director, Cuyahoga Valley Scenic Railroad, at sfigler@cvsr.org.
- Please include: **Stewardship and Development Coordinator** in the email subject line.
- Submissions that do not include the requested materials will not be considered.
- Confirmation of your submission will be made via email.
- No phone calls please.
- Position will remain open until filled.