



Development Coordinator Role Description

About 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 Development Coordinator supports the Cuyahoga Valley Scenic Railroad's (CVSR) comprehensive stewardship and fundraising goals for donors and members. The 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. Excellent writing skills are imperative.

Responsibilities:

- Create written content for the Development Department.
- Support the implementation of the annual Development calendar.
 - Write content and materials for department purposes, including the CVSR preservation mission narrative and supporting documentation; this is done in collaboration with the Marketing and Communications Department.
 - Reports, newsletters, mailings, acknowledgements, informational resources, etc.
 - Assist with record keeping and deliverables details.
- Assist in developing and maintaining reference documentation, including standard organizational language and boilerplate details for development department, reference resources, and other pertinent material.
 - Content may be used in reports, newsletters, mailings, grant applications, campaign materials, and other development and organization materials.
- Assist with Development events, including preparing event invites, tracking guest participation, preparing collateral materials
- Support the mission and vision of CVSR in all interactions with colleagues, members, and stakeholders
- Maintains confidentiality.
- 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.

Preferred Experience:

- Associate or Bachelor's degree with liberal arts focus: English, History, Journalism, Communications, Arts Management/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.

Employment Details:

- Full-time / 40-hours per week / Monday-Friday
- Salaried \$36,000 per year
- Medical, Vision, and Dental Benefits
- Life Insurance
- 401(k) and matching
- Employee Discounts
- Tuition Reimbursement
- Paid Time Off
- Organizational Winter Break
- Ability to work some evenings and weekends.
- This role does not lend itself to remote or work from home options.

To Apply:

- Please submit a resume, cover letter and three references to
 - Susan Figler, Development Director, Cuyahoga Valley Scenic Railroad, at sfigler@cvsr.org.
- 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