

Development Coordinator

The Partnership for the Delaware Estuary (PDE), a regional environmental non-profit organization based in Wilmington, Delaware, is seeking to fill the position of Development Coordinator. This role assists with day-to-day administrative duties of the Development team. The Coordinator implements fundraising and program events, assists with fundraising appeals, and maintains grant and donor databases.

The pay for this position is \$23.35 per hour and is a full time non-exempt position with benefits. PDE pays for a 35-hour week, which consists of five 8-hour days with an hour each day as personal time.

Interested applicants are encouraged to submit a resume and cover letter by close of business **March 8, 2021**: to apadeletti@delawareestuary.org via e-mail, or to ATTN: Angela Padeletti at Partnership for the Delaware Estuary, 110 South Poplar Street, Suite 202, Wilmington, DE 19801 via USPS.

Partnership for the Delaware Estuary, Inc. is an Equal Opportunity Employer. Qualified persons are encouraged to apply regardless of religious affiliation, race, age, sex, gender identity, sexual orientation, disability or any category that becomes protected by federal labor law. Candidates must be able to work legally in the United States.