



Climate Communications & Development Coordinator **Full time, Benefited**

Based at [The Wild Center](#), a science center in New York's Adirondack Park, the [Youth Climate Program \(YCP\)](#) is a global initiative that supports young people in developing and implementing climate action plans in their schools and communities. The YCP seeks a highly motivated and organized Climate Communications & Development Coordinator to amplify the impact of the program. The position will be evenly split between fundraising, program and communication duties. This is an exciting and dynamic opportunity to join our team and work on a globally recognized climate initiative. Position is based in Tupper Lake, NY.

Essential Duties & Responsibilities:

- Lead the Youth Climate Program communication, including email, monthly newsletters, social media, presentation development and event promotion.
 - Create marketing and communications messaging, materials and campaigns in collaboration with the marketing/communications team
 - Support website development and maintenance
 - Creative content development for social media
 - Work and mentor youth on climate change communication and skill development
 - Support writing for publications and blogs as needed
- Actively manage and support the YCP with direct fundraising efforts including:
 - Research and cultivation of new donor prospects (individual, corporate, foundation and government)
 - Manage the stewardship of existing donors by Climate team
 - Solicit and prepare TCP team members to solicit qualified prospects
 - Maintain and update records
 - Support project budget tracking for existing and new grant funded projects
 - Work with team and manage grant proposal development
 - Serve as a member of the staff Capital Campaign team and manage climate specific campaign prospect list
- Approach all work with a focus on equity, diversity and inclusion.

Qualifications:

- Strong communication skills -- this position requires strong writing skills, public speaking, and communication.
- Experience/interest in multimedia, design, and marketing
- High attention to detail and strong organizational skills
- Interest in development, fundraising, donor cultivation and relationship building
- Interest and experience in grant writing
- Self motivated and comfortable working independently as well as with a team
- Passionate about The Wild Center's Climate Program initiatives
- Excited and willing to learn and develop new skills

- Flexibility and the ability to adapt to change as it arises - The Wild Center is a dynamic, team-based setting where responsibilities can change quickly
- Organization and time management skills - you will work on multiple tasks concurrently
- Computer competency particularly the Google Suite, Altru Database, Zoom, Canva and social media platforms
- Evening and weekend work is expected at specific times
- We require all staff to be fully vaccinated for COVID 19 as a condition of employment
- Exposure to the The Wild Center's Youth Climate Program and/or Youth Climate Summits is beneficial but not required

Compensation & Benefits

- Salary range is \$35,000-40,000
- The opportunity to work in a LEED certified state of the art facility on a 115 acre site on the Raquette River featuring over 50 species of live exhibit animals
- Develop a deeper knowledge of the natural and cultural history of the Adirondack Park and up to date knowledge of climate science and solutions
- Formal training opportunities and ongoing mentorship in communicating climate change, social media and brand development, proposal writing and interpretation, and climate leadership
- Professional networking opportunities with leaders in the climate education field and opportunity to connect with Youth Climate Summit sites around the world.
- The Wild Center strives to create an environment where our team thrives both personally and professionally. While life on the job can move at a fast pace, we appreciate the times we can slow down. Whether it's sharing stories over a staff potluck, being wowed by cool science facts, or taking a break during a meeting to view a cute animal - we make time to grow together as a community

To Apply

Open our [Climate Communications and Development Coordinator](#) or go to www.wildcenter.org/careers to access the job description and application link. Attach a resume and cover letter within the application form. Please answer the following questions in a cover letter:

- Tell us about your personal connection to climate change. Why are you passionate about taking climate action?
- How do communications and development advance climate action?

Application deadline is 1/31/2024, 5pm EST or until filled. The Wild Center is an Equal Opportunity Employer. We have a strong dedication to diversity in our community and in the people and groups with which we work. For technical issues email careers@wildcenter.org.