



Lake Erie Nature & Science Center

Our Mission: The nonprofit Lake Erie Nature & Science Center educates and inspires each of us to understand, appreciate and take responsibility for our natural world.

501(c)(3) nonprofit organization
Tax ID #34-0845030

Job Posting: Development Specialist, part-time, on-site

Position Summary: The Development Specialist will help to advance the mission of Lake Erie Nature & Science Center by supporting its philanthropic functions, database records management, and fundraising activities for the organization's donors and funders. Working collaboratively with the Development staff, the Development Specialist will be responsible for database functions including data entry, donor correspondence and acknowledgement, and general maintenance of constituent records. The Development Specialist will assist in the areas of prospect research, donor stewardship, grant writing, and reporting. The Development Specialist will be committed to donor-centered communications and activities, continuous improvement, and ongoing professional development. The Development Specialist must follow the Center's handbook and adhere to its COVID-19 protocols. This part-time position is eligible for the Center's 401k plan and membership benefits of the Northeastern Ohio Inter-Museum Council.

Schedule: This position requires 16 to 20 hours per week at the Center during regular business hours between Monday and Friday with occasional evening and weekend activities. Attendance at donor events is required.

Qualifications: Proven experience in a fundraising, communications, or equivalent education. The candidate will have excellent interpersonal, verbal, and written communication skills. Strong organizational skills and attention to detail, with the ability to manage multiple projects and deadlines. Applicants must be able to navigate database software (Blackbaud's Altru), write communication pieces for donors and funders, and have experience working independently and in collaboration with a development team. Familiarity with the Center's mission and programs, or nonprofit experience is preferred. The Development Specialist will adhere to the Association of Fundraising Professionals' code of ethics and will interact professionally with constituents and donors. The Development Specialist must maintain valid driver's license. Candidates must be committed to presenting a professional, positive image for Lake Erie Nature & Science Center.

Organization: Lake Erie Nature & Science Center connects people to the natural world with engaging programs for children and families, space science programs, wildlife rehabilitation and education, and live animal exhibits. It is the only facility providing wildlife rehabilitation in Cuyahoga County; it is one of two public access planetariums in Cleveland; it features one of the region's first and largest nature-based preschool programs; and it is located in a park setting near Lake Erie. The Center is funded by private donations, program fees, grants, and Cuyahoga Arts & Culture through the residents of Cuyahoga County.

Application: Send cover letter and resume to jobs@lensc.org by June 26, 2026 and reference Development.

Lake Erie Nature & Science Center is committed to equal employment opportunities for all. The Center values and respects people's differences in age, color, ethnicity, ancestry, sex, family or marital status, gender identity or expression, language, national origin, physical and mental ability, political affiliation, race, religion, sexual orientation, socioeconomic status, veteran status, and other characteristics.