



Development Coordinator Position Description

Great Old Broads for Wilderness (Broads) is a national grassroots organization, led by elders, that engages and inspires activism to preserve and protect wilderness and wild lands. Please visit our website at www.greatoldbroads.org for more information.

Position Summary: The Development Coordinator supports the fundraising success of our growing organization. S/he assists in building donor relationships, developing foundation contacts, and carrying out fundraising events. S/he handles administrative duties related to donor tracking, grant preparation, implementation of planned giving, and other development efforts. The coordinator works with a staff team to carry out a successful fundraising and communications strategy. The Development Coordinator is supervised by the Executive Director, and works closely with the entire staff team.

Key areas of responsibility:

- **Prospect Research, Planned Giving, and Donor Events**
 - Become familiar with membership database attributes and develop competence in pulling reports to support development activities
 - Carry out prospect research to identify high-impact donors and assist in donor stewardship
 - Working with a staff team, develop and implement an effective planned giving program
 - Handle logistics for donor visits and trips
- **Grant research, grant stewardship, and grant preparation**
 - Research foundation prospects for general and project support
 - Assist in grant proposal submission; prepare data and supplemental materials
 - Manage a calendar for grant deadlines and assist in preparation of grant reports
- **Fundraising Events**
 - Play a key role in meeting revenue goals of the annual Wild for Wilderness Online Auction: solicit auction sponsors and donors, acknowledge and thank donors, and assist with communications, marketing, and other tasks as needed
 - Assist with other fundraising events as requested

Qualifications/Skills Needed:

- Bachelor's degree and the equivalent of at least two years working in fundraising, donor stewardship, or grant writing/management with a non-profit organization. Conservation experience is a plus.
- Excellent writing, editing, and communications skills.
- Creative, detail oriented, and able to gracefully juggle multiple tasks.

- Desire to work in a small, collaborative, and closely-knit office with a dedicated, fun-loving, and innovative team.
- Proficient in Microsoft Office applications (Word, Excel, Powerpoint), Google Tools (Docs/Drive/Calendar), and email/internet/social media applications. Prefer experience also in donor management software, Word Press, and Constant Contact.
- Self-directed, self-motivated, efficient, energetic, with a good sense of humor.
- Ability to work independently as well as with supervision.
- Excellent at building relationships with members, community members, and peers.
- Passion for wilderness and natural affinity for Broads' attitude, demographic, grassroots commitment, and kick-ass, fun-loving approach.

Work Schedule & Compensation

- This position is a full time, exempt, salaried position based in Durango, CO.
- The Development Coordinator reports to the Executive Director.
- Occasional weekend/evening hours. Broads allows for flexible work schedules.
- Salary range is \$36–38K, based on experience.
- Benefits include 10 paid holidays, 3 weeks paid personal time off, retirement plan, health plan, and other benefits and opportunities.
- Great Old Broads for Wilderness is an Equal Opportunity Employer.

How to Apply

Please send cover letter, resume, and writing sample to admin@greatoldbroads.org. Open until filled.