



52 North First Street | PO Box 1938, Granby, CO 80446
(970) 887-1177 | info@coloradoheadwaterslandtrust.org | www.coloradoheadwaterslandtrust.org

Development Coordinator Job Description (part-time)

Position:	<i>Development Coordinator</i>
Responsible to:	<i>Executive Director</i>
Time Commitment:	<i>15-20 hours per week or as otherwise agreed upon</i>
General Description:	<i>Assists the Executive Director with marketing and fundraising, and general office activities when needed. All duties are performed in compliance with IRS regulations, the LTA's Standards and Practices, Board-approved policies, the organization's budget, and high-quality non-profit management principles and techniques.</i>

Qualifications:

- a demonstrated passion for land conservation;
- proven grant-writing success;
- fundraising and development experience;
- marketing campaign experience;
- educational and outreach skills;
- interpersonal skills;
- proficient written and oral communication skills;
- creative problem-solving abilities;
- computer proficiency;
- experience with MS Office and other relevant software applications; and
- advertising and branding experience with Facebook, Instagram, Twitter, and other social media platforms.

The preferred candidate will also have . . .

- 1-3 years of non-profit experience;
- a relevant bachelor's degree; and
- ability to work effectively with the various constituencies in Grand County (e.g. ranchers, resort owners, etc.)

Duties:

The Development Coordinator will . . .

1. Marketing and Fundraising
 - assist ED in raising funds to support organizational development, programs, and projects, including finding and writing grants;
 - keep Grant Matrix up to date;
 - assist ED in marketing/fundraising communication both written and oral, including posting regularly on social media (Facebook, Twitter, Instagram, etc.);
 - manage membership/donation database;
2. Events
 - assist with Annual Event organization (advertising, ticket sales, webpage, etc.);
 - manage Event sponsors, auction donations, and other donations;
 - organize other activities and events (e.g. Kremmling Days, 4th of July, etc.);
3. Other
 - assist ED in creating and coordinating monthly eBlasts to email list; and
 - assist ED with presentations, displays, seminars, events, and workshops;
 - keep files current and organized; and
 - provide general assistance in office and to other staff members as needed.

And other tasks as requested.

Starting Salary: \$20/hr

TO APPLY: email resume and cover letter to info@coloradoheadwaterslandtrust.org by 5:00PM on Friday, October 25

Please direct any questions to the office by emailing info@coloradoheadwaterslandtrust.org or by calling (970) 887-1177.