



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

## **Development Coordinator Job Description (part-time)**

<b>Position:</b>	<i>Development Coordinator</i>
<b>Responsible to:</b>	<i>Executive Director</i>
<b>Time Commitment:</b>	<i>15-20 hours per week or as otherwise agreed upon</i>
<b>General Description:</b>	<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, 4<sup>th</sup> 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](mailto:info@coloradoheadwaterslandtrust.org) by 5:00PM on Friday, October 25

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