



Friends of the Bridger-Teton

Development Coordinator

Location: Hybrid remote/in-person in a community adjacent to the Bridger-Teton National Forest (eg. Jackson, Pinedale, Alpine, Star Valley Ranch).

About Friends of the Bridger-Teton

Friends of the Bridger-Teton (FBT) is the nonprofit partner to the 3.4-million-acre Bridger-Teton National Forest (BTNF). We support public lands stewardship, provide visitor education, and build partnerships that protect forest resources, wildlife, and enhance the visitor experience.

Position Overview:

The Development Coordinator is a key role at Friends of the Bridger-Teton (FBT) in ensuring the organization can secure philanthropic financial commitments necessary to meet the mission through annual and multi-year goals. This position supports donor services and engagement, focusing on the administrative functions of the fundraising and administrative programs. The position is well suited to an individual who exhibits meticulous attention to detail, organizational skills, and computer systems proficiency. The Development Coordinator reports directly to the Executive Director.

Key Responsibilities:

- Supports a holistic approach to fundraising in benefit of FBT through collaboration and support of all functions and programs within FBT.
- Manages the donor database, serving as lead user for the CRM software program, ensuring adequate self-training to maximize its utilization.
- Ensures timely and accurate gift entrance and tracking in the CRM (currently Bloomerang) database.
- Provides timely and professional gift acknowledgements, ensuring compliance with IRS Charitable donation regulations.
- Identifies and implements database opportunities to strengthen the fundraising program at FBT, including reports, donor information entry and tracking, dashboards, communication and solicitation tracking, and stewardship activities.
- Conducts prospect and donor research, including biographical and financial information, to assist in establishing donor strategies to maximize engagement with individual donors.
- Ensures relevant donor engagement, profile, event attendance, and communications are added to and maintained within the CRM database.
- Effectively responds to donor inquiries through written correspondence, phone calls, and emails.
- Assists with developing, writing, or editing communications, as needed.
- Provides scheduling coordination for fundraising and other priorities for the executive director and other FBT staff.

- Provides logistical support and coordination for events large and small, including administrative management such as list management, RSVPs, and Board support.
- Coordinates monthly financial reconciliation between fundraising and finance.
- Supports donor communications including newsletters, annual and impact reporting, broad and personalized appeals, and sponsorships.
- Creates or updates fundraising processes to streamline and maximize donor engagement and fundraising programs.
- Provides assistance as needed for FBT meetings, including collecting or generating reports, supporting agenda development, and providing logistical needs. Provides staff support to the Board Development Committee.
- Maintains the donor engagement calendar and work with the Executive Director and others to help ensure FBT provides a regular cadence of communications and activities with supporters.
- Partners with other staff on event planning, logistics, management, and follow-up, in particular for events related to fundraising activities.
- Provides administrative functions as needed in support of the Executive Director.
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Qualifications:

- 2-5 years of relevant experience, ideally in a nonprofit organization and with a history of working with donors and donations.
- Demonstrated ability to professionally interact with diverse individuals and groups.
- A strong customer service orientation and collaborative team partner.
- Excellent verbal and written communication skills, including excellent listening skills and information discernment.
- Strong detail-oriented organizational skills and the ability to effectively and independently manage competing priorities.
- Experience with Microsoft programs, data entry, reporting, electronic mail systems, spreadsheets, and social media. Database management experience (such as a CRM) preferred
- Willingness to work occasional evening and weekend schedules, as needed.

Compensation & Benefits

- Salary: \$45,000–\$60,000, depending on experience
- 175 hours (25 days) PTO + 10 paid holidays
- 3% employer 401(k) match
- Health, dental, and vision insurance (up to 75% employer-paid premium)

How to Apply

Submit a résumé, cover letter, and three references to: employment@btfriends.org, Subject line: “Development Coordinator”

Applications reviewed on a rolling basis.