



Position: Development Coordinator
Reports to: Major Gift Director
Location: Boulder, CO or Remote
FLSA Status: Non-Exempt

Background

Based in Boulder, CO, Protect Our Winters (POW) is a nonprofit that engages and mobilizes the outdoor sports community to lead the fight against climate change through educational initiatives, political advocacy and community-based activism.

Founded by pro snowboarder Jeremy Jones in 2007, POW works against climate change by turning passionate outdoor people into effective climate advocates. We are a community of athletes, thought pioneers and forward-thinking business leaders working to affect systemic political solutions to climate change. We work hard, but we enjoy taking our meetings to the outdoors.

The Opportunity

The Development Coordinator will drive several critical processes across POW's development and fundraising efforts including: project managing and writing successful grants proposals, coordinating funding and impact reports, assisting with donor data management and research, assisting with partnerships, product collaborations and POW merchandise.

This position is responsible for supporting the POW development and leadership teams but will also build and own external relationships on behalf of POW.

Location: Boulder, CO or Remote

In this position, you will focus on:

Donor & Partnerships Support (50%)

- Support the design and execution of the POW member experience to grow and retain recurring and individual donors
- Support development team on prospect research, briefings for donor meetings and cultivation events and donor engagement, helping POW supporters stay apprised of and meaningfully involved in POW's work
- Provide support for brand partnership management including outreach, research, proposal writing, invoicing, and timely acknowledgement of partner donations
- Assist with POW's merchandise program and product collaboration design in order to grow our core line and expand our product offerings
- Coordinate across teams on campaign reporting, culling impact metrics and making connections for areas of funding alignment
- Provide support for pitch decks, Annual Reports, and other public-facing materials

Grants Support (30%)

- Coordinate grant cycle calendar, maintaining proposal and reporting deadlines and leading receipting and acknowledgement of awarded grants
- Work with the Development and Leadership teams to research, identify grant prospects
- Draft letters of inquiry and grant proposals to match POW's needs, campaigns and strategy; work with Finance and Programs teams to compile applicable budgets, metrics
- Develop narrative reports to show impact and deepen relationships with funders

Database Management (20%)

- Manage the CRM database, including maintaining accurate records of all donor activities including entering and tracking donations, tasking follow ups, pulling reports, and become a resident Salesforce expert
- Maintain high-quality and up-to-date recording, dashboards, and reporting in Salesforce and GoogleDrive and support timely tracking of impact across POW

Skills, experience, and qualities that will help you be successful:

- 2+ years experience working in fundraising or business development, preferably for a non-profit organization or foundation; Bachelor's Degree preferred
- Belief in POW's theory of change and passion for conveying our unique mission to supporters
- Excellent verbal and written communication skills
- An idea-driven and creative problem solver who values attention to detail, accuracy, and organization
- Ability to support multiple projects simultaneously
- Familiarity with fundraising systems, databases and technology to implement internal efficiencies. Knowledge of Salesforce a plus
- Values diversity, inclusivity, equity, and justice and open to learning and exploring what this means with the team and our partners
- High level of self-awareness, humility, interpersonal skills, humor, and emotional intelligence
- Comfortable in a fast-paced environment
- Willingness and ability to occasionally (10%) travel domestically and internationally for event support and donor meetings as needed and once appropriate and safe with COVID-19

Note: This job description is not intended to be an exhaustive list of all duties, responsibilities, or qualifications associated with the job.

Physical demands and work environment

Must operate within the context of established objectives. The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Employee will spend prolonged periods of time sitting at a desk and working on a computer.

While performing the duties of this job, the employee is regularly required to talk, hear, and see. The employee frequently is required to sit, stand, walk, use hands and fingers to handle or feel, and reach with hands and arms.

Application

Please submit a cover letter, resume, and a writing sample (in 250 words or less) answering the question: "Why should someone donate to POW?" to work@protectourwinters.org with Development Coordinator in the subject line. Application Deadline: June 13, 2021

Salary commensurate with experience, with a pay range of \$50,000 - \$55,000. Additionally, Protect Our Winters offers competitive benefits including healthcare, dental, retirement, and sick, holiday, and paid time off as well as a family-friendly, flexible work environment. This is a full time, non-exempt, 40 hours per week, benefited position, reporting to the Major Gift Director.

If you meet more than 75% of the qualifications of this description, we encourage you to submit an application.

At POW, we are committed to providing an environment of mutual respect where equal employment opportunities are available to all applicants and teammates without regard to race, color, religion, sex, national origin, age, marital status, sexual orientation, gender identity, gender expression, military and veteran status, and any other characteristic protected by applicable law. POW believes that building diversity is critical to the success of a global organization. We seek to recruit, develop, and retain the most talented people from a diverse candidate pool.