



Position: Development Coordinator

Location: Boulder, Colorado or remote work potential for candidates near Carbondale, Colorado, Bend, Oregon, Salt Lake City, Utah, Vermont, New Hampshire.

Reporting to: Senior Development Manager

Status: Non-Exempt, FTE

Background

Protect Our Winters (POW) is a 501(c)(3) nonprofit that helps passionate outdoor people protect the places we live and experiences we love from climate change. 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, scientists, creatives, and business leaders advancing non-partisan policies that protect our world today and for future generations.

The Opportunity

The Development Coordinator will be responsible for supporting the fundraising efforts of the Development Team. This position will include a variety of administrative tasks, database management, donor prospecting and outreach, partnership support, grant proposal research and writing, and coordinating fundraising and impact reports.

This position will be responsible for supporting the Development and Leadership teams but will also build and own external relationships on behalf of POW.

Description of Responsibilities

Administrative

- Manage the CRM database, including maintaining accurate records of all donor activities including entering and tracking donations, tasking follow ups, pulling reports, and becoming a resident Salesforce expert
- Maintain high-quality and up-to-date recording, revenue and key donor metrics dashboards, and reporting in Salesforce and Google Drive and support timely tracking of impact across POW
- Assist Development team with shipping donor gifts and event materials as needed
- Manage donation processing for gifts arriving via check, bank transfer, and third party giving platforms. Weekly mail processing of donation checks.
- Provide support for pitch decks, Annual Reports, and other public facing materials

Grants & Partnerships Support

- Work with the Development and Leadership teams to research and identify prospective grant opportunities
- Support in drafting letters of inquiry and grants proposals to match POW's needs, campaigns, and strategies
- Develop narrative reports to show impact and deepen relationships with funders
- Provide support for brand partnership management including outreach, research, proposal writing, invoicing, and timely acknowledgement of partner donations



Donor Support

- Support the design and execution of the POW supporter experience to grow and retain recurring and individual donors
- Conduct research on prospective donors and prepare briefings for donor meetings and cultivation events
- Support the execution of donor communication strategy to ensure supporters stay apprised of and meaningfully involved in POW's work
- Coordinate across teams on campaign reporting, culling impact metrics and making connections for areas of funding alignment
- Assist with organizing donor gifts and mailings

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

Ideal Candidates Will Possess

- 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
- Familiarity with fundraising systems, databases and technology to implement internal efficiencies. Knowledge of Salesforce a plus
- Highly developed analytical skills and attention to detail
- Exceptional communication skills
- Ability to work in a fast-paced, mission-driven organization
- Ability to manage multiple projects with minimal direction in a remote setting
- A proactive approach and enthusiasm for working on a variety of projects and tasks
- High level of self-awareness, humility, interpersonal skills, humor, and emotional intelligence
- Comfort with all standard software programs (Microsoft Word, Excel, PowerPoint) as well as Google Suite (Documents, Sheets, Slides)

Location

The position is located in Boulder, Colorado with remote work potential for candidates that reside in the areas in which POW has hubs: Carbondale, Colorado, Bend, Oregon, Salt Lake City, Utah, Vermont, New Hampshire. Unfortunately, POW is not able to accommodate candidates residing in other states at this time.

Application

Applications must be submitted by Monday, February 05, 2024.

Please submit a resume and a cover letter to work@protectourwinters.org with 'Development Coordinator' in the subject line.

Salary commensurate with experience, with a pay range of \$55,000 - \$60,000. Protect Our Winters offers a generous benefits package including employer paid healthcare, vision, and dental benefits (100% premiums paid, employee only) as well as a retirement match. Additionally, POW offers sick



and holiday time, above industry average paid time off and a family-friendly, flexible work environment.

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.

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