



JOB DESCRIPTION

TITLE: **DEVELOPMENT COORDINATOR**
REPORTS TO: Executive Director
STATUS: Hourly Position
HOURS: 20-25/week start, with tiered increased based on revenue generated
RATE: \$25-28/hour DOE

The Development Coordinator (DC) works with the Executive Director (ED) on the strategic implementation of annual fundraising to ensure philanthropic goals are met. The DC oversees the management of Sierra Streams' constituent and donor database and its strategic use in building the organization's base of support through campaigns, partnership events, and other initiatives.

PRINCIPLE DUTIES

Strategy

- Work with the Executive Director, Board of Directors, and the Board Fundraising Committee to ensure annual and long-term revenue goals are met.
- Design and implement an effective annual giving program focused on growing and upgrading the donor base.
- The qualified applicant is expected to grow the hours and the commensurate responsibilities of the DEC by generating revenue to offset the additional employment costs of that growth within a specified period of time and through approved fundraising methods.
- This position will be expected to participate in occasional evening and weekend programming such as receptions, festivals, community presentations, and events on an as-needed basis.

Fundraising

- Maintain ongoing communications with private and corporate donors.
- Identify prospective individual and corporate donors and develop strategies to cultivate those relationships.
- Create relationships with local businesses and community members to partner for fundraising opportunities.
- Develop new fundraising tactics.
- Work with ED and appropriate program leads to identify supplemental foundation or donor-based funding for on-going and unfunded projects.
- As time allows and hours expand, assist in grant-writing and associated fundraising activities
- Ensure timely communications with donors, and manage thank-you call list.

Outreach

- Work with the Education and Outreach Coordinator on the monthly newsletter for posting on the website.



- Work with the Education and Outreach Coordinator to develop social media content and postings to maintain and increase our presence.
- Prepare communications and outreach for events, fundraising, etc.
- Coordinate development of fundraising collateral, including but not limited to, fundraising material, brochures, fliers, and fact sheets.

Reporting

- Meet weekly, or as scheduled with the ED, and attend Fundraising Committee Meetings, to report on progress and receive direction.
- Compile accurate and complete donor reports and lists.

JOB REQUIREMENTS

- Bachelor's degree and 1-2 years of fundraising experience in the nonprofit sector; experience working directly with donors and foundations preferred.
- Excellent written (including editing and proofreading) and verbal communication skills, including the ability to understand and translate SSI's mission to different audiences.
- WordPress web management experience.
- Able to set short-and long-term planning goals in line with program priorities and available resources. A task-oriented style, with a focus on achieving clear and ambitious goals. Demonstrated ability to meet multiple deadlines by maintaining a high level of organization while delivering a high-quality work product.
- Able to develop and move projects forward with independence and autonomy and maintain attention to detail and thoroughness in completing assigned duties.
- At least one year of experience interacting with a sophisticated donor database. Experience with Little Green Light strongly preferred.
- Strong organizational skills, a keen eye for detail, and quality control are imperative, as well as being able to work on multiple projects and tasks at once.
- A commitment to customer service; excellent interpersonal and communication skills, both verbal and written.
- Proficiency in Microsoft Office software including Word and Excel, Google Workspace, and social media platforms (i.e. Facebook and Instagram).
- Demonstrated success to work independently and in team environments.
- Ability to work with sensitive information and maintain confidentiality.

PREFERRED ADDITIONAL QUALIFICATIONS:

- Have an understanding of and a commitment to environmental issues.
- Passionate about the mission of SSI.
- Highly energetic and motivated personality with the ability to identify and respond to operational issues.



Application Information: Position is open until filled.

Please send resume, cover letter and contact information for three references to Jeff Lauder, Executive Director, at jeff@sierrastreamsinstitute.org. Write "Development Coordinator Application" in the subject line.