



Continental Divide Trail Coalition

CONNECTING THE COMMUNITY THAT SUPPORTS THE CONTINENTAL DIVIDE NATIONAL SCENIC TRAIL

Development Coordinator

Position Title: Development Coordinator Office Location: Montana
Status: Full Time, Salary, Non -exempt Supervisor: Director of Development
Start Date: August 16th, 2021

POSITION SUMMARY

The Development Coordinator will be responsible for coordinating fundraising efforts to help CDTC reach its annual operating budget. This individual will assist with two or more donor appeals, fundraising events and campaigns, membership services, corporate sponsors, and grant writing. They will play a critical role in CDTC's Development Team and will help directly support all of CDTC's programs and operations along the 3,100-mile-long Continental Divide National Scenic Trail (CDT). The Development Coordinator will work closely with CDTC's Director of Development to implement innovative and engaging fundraising campaigns to support CDTC's mission and growth.

The Development Coordinator will work under the direct supervision of the Director of Development; however, he/she/they will be expected to work independently and to prioritize their work assignments to effectively achieve the goals of the Development Program. This individual will also work regularly with other CDTC staff members to ensure CDTC's Development Program is up-to-date regarding programmatic goals, and to integrate develop fundraising activities that are cohesive and thoughtful. The Development Coordinator will meet with the Director of Development on a regular basis. CDTC fosters a collegial work environment within a management team that includes staff, volunteer board members and other volunteer leaders, as well as our partners involved in our work. Travel (including overnight travel) may occasionally be required for this position, as well as an irregular work schedule to include weekend work on occasion.

ESSENTIAL DUTIES AND RESPONSIBILITIES

The Development Coordinator will play a critical role in the success of the organization. This individual will be expected to function in a highly dynamic and evolving space, and implement a variety of fundraising efforts to support CDTC's programs and organizational goals. The following list of competencies will be important aspects of this positions' work, though this list may not be comprehensive and other responsibilities may arise.

- In coordination with the Director of Development, implement and maintain the annual Development Plan and Development Calendar.
- Conduct two or more donor-centric appeals, including written and digital assets, and other mechanisms to increase donor retention.
- Help develop both short and long-term fundraising campaigns and use analytics to adapt appropriately.
- Develop and manage timelines for various fundraising activities, including donor appeals, events, and targeted campaigns, to ensure strategic plans and critical fundraising processes are carried out in a timely manner.



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- With the guidance of the Director of Development, prepare and submit grant applications as outlined in the Development Plan to generate funds for the organization.
- Nurture relationships with corporate, community, and individual prospects and donors to meet CDTC's fundraising priorities.
- Track correspondence and donor profiles in Salesforce; pull reports, track dashboards, and provide progress reports to the Director of Development as necessary.
- Coordinate in-kind donations from partners and track inventory throughout the year
- Update CDTC's development-related pages on the organization's website.
- Coordinate the design, printing, and distribution of marketing and communication materials for development efforts.
- Maintain relationships with dozens of Business Members and Corporate Sponsors and implement innovative and creative fundraising efforts in collaboration with these partners.
- As a member of the Development team, foster and encourage a culture of philanthropy within the organization's staff and Board

APPLICANT QUALIFICATIONS & PREFERRED SKILLS

EDUCATION

A degree at Associates level or higher is preferred. Relevant areas of study include but are not limited to Business, Marketing, Communications, Public Affairs, or other related education. However, any course of study with demonstrated critical or creative work in Development is welcome.

QUALIFICATIONS

- Strong relationship building skills
- Knowledge or familiarity with nonprofit development practices and principles
- Experience with special event planning and management, both in person and virtual
- Strong organization skills with acute attention to detail
- Outstanding and highly proactive communication skills, both written and oral
- Strong knowledge of Microsoft Office products, social media platforms, Zoom and other communication management systems required
- The ability to ensure personal behavior is consistent with the AFP's Code of Ethical Standards, AFP Donor Bill of Rights, and the values of the organization
- Familiarity with the National Trails System and/or the Continental Divide National Scenic Trail
- Enthusiasm and interest in outdoor conservation
- Ability to work independently with little supervision as well as in a team-dynamic

PREFERRED SKILLS

- Direct experience with large-scale fundraising efforts
- Experience with Salesforce or other CRM database
- Experience with Wordpress and Google Analytics
- Certified training in justice, equity, diversity and inclusion (JEDI)



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- Grant writing experience for grants up to \$20,000
- Experience with multi-faceted marketing campaigns
- Additional certifications in fundraising best practices from the Association for Fundraising Professionals (AFP) or other similar institutions

PHYSICAL DEMANDS AND WORK ENVIRONMENT

- The ability to maintain a flexible schedule is necessary. This position requires some travel & work outside of normal business hours (including weekends) that may last up to one week.
- Work is performed both indoors in a busy, collaborative office space where noise and interruptions prevail, and outdoors where environmental elements prevail. Remote work is also necessary at times – access to high speed internet is required.
- The ability to talk and hear via the telephone and through face-to-face communication is preferred.
- The employee is frequently required to operate a personal vehicle as well as CDTC rental vehicles, therefore current driver's license, auto insurance and clean driving record are required.

Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions. This position description summarizes the main duties of the job. It neither prescribes nor restricts the exact tasks that may be assigned to carry out those duties. CDTC is an equal opportunity employer. All individuals are encouraged to apply.

COMPENSATION AND BENEFITS

\$35,000 - \$37,000 annual salary – Depending on Experience. CDTC also provides benefits including company sponsored health insurance, cell phone reimbursement, 403(b) retirement plan contributions, and a generous Leave Policy.

TO APPLY

Interested individuals should send a cover letter, resume and three references to sshattuck@continentaldividtrail.org with subject line "Development Coordinator Application". The application deadline is July 18th, 2021.