



COLORADO WEST LAND TRUST

Conserving Land. Connecting People. Enriching Lives.

DEVELOPMENT & COMMUNICATIONS COORDINATOR

STATUS	Full time; regular; non-exempt
REPORTS TO	Development Director
LOCATION	Grand Junction, CO
SCHEDULE	Primarily Monday-Friday, with some evenings and weekends required for meetings and events
TRAVEL	Some local and regional travel, urban and rural areas
SALARY RANGE	\$20.25-\$25.00/hour
HIRING SALARY RANGE	\$20.25-\$22.00/hour
BENEFITS	Employer paid Individual Coverage HRA (ICHRA); employer paid short- and long-term disability; 403(b) retirement plan with employer match after 1 year; paid vacation and sick time; voluntary employee paid dental; workplace flexibility

Colorado West Land Trust (CWLT) is the leading Land Trust in Western Colorado, serving a seven-county region from Grand Junction south to Ouray and Gunnison west into Grand County, Utah. CWLT has conserved over 120,000 acres through more than 600 conservation agreements over its 40-year history. CWLT is a private, charitable non-profit organization, accredited by the Land Trust Accreditation Commission and governed by an active Board of Directors.

CWLT's professional staff work together cooperatively to achieve CWLT's mission: *To protect and enhance agricultural land, wildlife habitat and scenic lands in western Colorado to benefit the community at large, enrich lives, provide opportunities for outdoor recreation, and ensure our connection to the land for generations to come.* CWLT's professional staff are flexible, solutions-oriented, collaborative workers who have a passion to fulfill the organization's mission.

JOB SUMMARY

The Development and Communications Coordinator advances the mission of Colorado West Land Trust through critical fundraising responsibilities, management of external communications, and coordination of special events. S/he will collaborate closely with staff and board members from across the organization as well as with donors, funders, the media, and other external partners. This position requires excellent organizational skills, specific technology experience, and the comfort interacting with community members. The Development and Communications Coordinator has excellent communication skills, is outgoing and approachable, and is enthusiastic about donor relations and fundraising.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Database Management

- Maintain and update the fundraising database with donations, grants, donors, partners, and funders while ensuring the accuracy of data.
- Upgrade and augment the fundraising database with new features and third-party applications.
- Create and disseminate routine and ad-hoc reports to support fundraising and communications.
- Manage grant intake, manage and track progress within the donor database.

Marketing & Communications

- Implement the annual Marketing and Communications Plan.
- Manage media communications by writing and coordinating press releases and other media communications; respond to requests for information from the media.

- Plan and coordinate all aspects of electronic and printed publication production, including managing/working with consultants and contractors
- Manage the organization's website and social media communications.

Direct Mail

- Prepare and execute all direct mailings as scheduled in the annual Fundraising Plan and the Marketing and Communications Plan.

Special events

- Manage all aspects of organizational events.
- Coordinate event volunteers as assigned.

Professionalism and teamwork

- Build and maintain positive collegial relationships within the Development Team and CWLT staff at large.
- Establish and sustain cordial, productive, and trustworthy relationships with board members, funders, and external partners.
- Communicate professionally, courteously, and effectively with colleagues, board members, landowners, service providers, funders, and other partners.
- Demonstrate problem solving skills. Proactively develop and recommend solutions as needed.
- Accept feedback in the spirit of growth and continuous improvement.

Additional duties and responsibilities

- Attend Board meetings as requested by the Development Director.
- Participate in the Donor Relations Committee.
- Represent CWLT in the community at collaborative nonprofit meetings, community events, and in professional organizations.
- Perform other duties as requested by the Development Director.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

- Ability and desire to support fundraising.
- Database management experience, donor database experience preferred.
- Experience with WordPress or ability to manage content updates to website.
- Proficiency with Microsoft Office applications (Excel, Power Point, Word, and Publisher).
- Demonstrated ability to learn and master new software applications and social media platforms and tools.
- Demonstrated excellence in verbal and written communications, relationship building, and interpersonal communications.
- Valid driver's license and ability to drive safely in urban and rural areas obeying all traffic laws.
- Personal qualities of integrity, credibility, and a commitment to the organization's mission

REQUIRED EDUCATION AND EXPERIENCE

- Bachelor or Associate degree in a related field (nonprofit management, philanthropy, business, marketing, communications, sociology, liberal arts) or equivalent experience.
- Experience with a nonprofit work environment, fundraising, and special events coordination are preferred.

PHYSICAL REQUIREMENTS

- Prolonged periods at a desk and working on a computer.
- Frequently moves supplies and equipment weighing up to 50lbs for events.

WORK ENVIRONMENT

- Environment for office work is temperature controlled.
- Outdoor events may expose individual to weather elements such as rain, snow, wind, heat and cold.