



Join Our Team at Colorado National Monument Association

Position Available: Development Coordinator

Are you passionate about preserving the natural wonders of Colorado National Monument? Do you possess a flair for fundraising and event coordination? If so, we have an exciting opportunity for you to make a significant impact on our mission!

About Us:

Colorado National Monument Association (CNMA) is a 501 (c)3 dedicated to the conservation and enhancement of Colorado National Monument, our backyard national park. As we celebrate our 60th Anniversary in 2024, we're thrilled to expand our team and bolster our efforts in supporting this iconic landmark.

Job Synopsis:

As our Development Coordinator, you'll play a pivotal role in advancing CNMA's fundraising initiatives and community engagement efforts.

Benefits:

- Part-time position with flexible hours, offering an opportunity to make a meaningful difference while accommodating other commitments.
- Join a dynamic team dedicated to environmental stewardship and community engagement.
- Gain valuable experience and professional development in grant writing, fundraising, and nonprofit management.
- Pay rate of \$25/hour

Join Us:

If you're ready to channel your enthusiasm for conservation into tangible action and help shape the future of Colorado National Monument, we want to hear from you!

Apply today to be part of our dedicated team and play a vital role in safeguarding this cherished geological gem for generations to come.

Thank you for your interest in joining CNMA in our mission to preserve and protect Colorado National Monument! We look forward to welcoming our newest team member.

Full job description below:

Colorado National Monument Association Development Coordinator

Part-time 15 – 20 hours/week; flexible schedule

Hourly, non-exempt

Job Duties:

Donor Stewardship

- Developing and implementing a development plan to raise funds for the organization in a cost-effective and time-efficient manner
- Identify and cultivate potential donors and build strong donor relationships
- Keep good relations with donors and grantors. Ensure consistent communication
- Keep all funders informed on progress of projects and programs
- Create a strong fundraising message that appeals to potential donors
- Maintain a CNMA (Colorado National Monument Association) database of donor information, and utilizing the data to optimize fundraising efforts
- Responsible for donation acknowledgements and thank you note cards while ensuring donor messaging changes to provide up-to-date information and new messaging
- Identify and secure corporate partnerships and sponsorships

Events Coordination

- Coordinate the planning, execution, and follow-up of donor events throughout the year to include a fundraising event in September
- Assist with ticket logistics, print materials/distribution, rentals, supplies, set-up/break-down and follow-up efforts
- Manage staff and volunteers before and during event to ensure event has necessary assistance

Other Tasks

- Plan and manage fundraising initiatives and campaigns
- Prepare and present reports on the progress of fundraising initiatives to the board and other stakeholders
- Utilize CNMA communications like blogs, social media and newsletters to highlight gifts when appropriate as well as projects and programs that are made possible due to donations
- Research and write grants for CNMA
- Write grant reports
- Ensure compliance with laws and regulations related to fundraising and non-profit management
- Ability to work well with volunteers and staff to accomplish fundraising goals
- Keep abreast of advancements in fundraising and non-profit sector trends
- Oversee the development budget and monitor expenses
- Construct an annual report to show stakeholders and potential donors

Skills & Abilities:

- Experience using Google Drive, Canva, Constant Contact, social media platforms, database management, and Microsoft products
- Able to juggle multiple priorities and deadlines, excels at time management
- Ability to work well independently
- Excellent communication and interpersonal skills required
- Organizational, time-management and problem-solving skills needed
- Excellent attention to detail
- Event planning capabilities
- Experience in a professional communications role.

Special Requirements:

- Some evening and weekend hours are required.
- Primarily work from home/remote with the option to come into the office and an understanding that meetings and events will take place in the Grand Valley

Other Details

- \$25 per hour
- Application Deadline: 5/10
- Anticipated Start Date: late-May

Please email resume and cover letter to: johannavwaveren@coloradonma.org.