



BLUE RIVER WATERSHED GROUP FUNDRAISING COORDINATOR JOB DESCRIPTION

APPLICATION CLOSE DATE: December 31, 2022

POSITION TITLE: Fundraising Coordinator

REPORTS TO: Executive Director

LOCATION: Flexible/Remote, must be able to attend meetings in Summit County.

TERM AND SALARY: \$25,000/year for a half-time /0.5 FTE (20 hours/week), exempt position, flexible schedule, without benefits.

ABOUT BLUE RIVER WATERSHED GROUP:

Blue River Watershed Group seeks a motivated candidate to support our mission which is: to promote, protect, and restore a healthy Blue River watershed through cooperative community education, stewardship, and resource management. Blue River Watershed Group works within the Blue River watershed, which drains an area of about 680 square miles and covers all of Summit County with portions of Grand and Lake Counties. Visit www.BlueRiverWatershed.org to learn more about our current events, projects, and priorities.

We are a small non-profit, currently employing one full-time Executive Director. Volunteers and paid consultants are utilized to accomplish a large number of initiatives annually. We are committed to embracing diversity, equity and inclusion in all areas to achieve our mission. Through our Advisory Committees and public outreach, we seek to connect with a wide variety of stakeholders to support unbiased, science-based projects. Our internal practices and external leadership promote an inclusive workplace culture that attracts diverse staff, board, members, and supporters.

POSITION SUMMARY:

This role fills a remote position where some in-person meetings and events will be held in Summit County, CO. The ideal candidate has comfort and experience in grant management, fundraising, social media, basic graphic design, webpage management, and public relations. The candidate must be able to host and attend virtual meetings with remote team members. This position will focus heavily on both interview and desktop research and writing; the ability to synthesize complex information for a broad audience is a must. The position will also require regular communication and collaboration with our external partners.

The primary objective of this position is to support the Executive Director with fundraising, the membership program, sponsorships, public relations, social media, and communications activities related to our work on the Integrated Water Management Planning, river monitoring, and river restoration work. The person hired for this position will serve as researcher, writer, analyst, synthesizer and connector, helping to build financial stability and support programmatic work.

Our ideal candidate understands and has experience with nonprofits. This person must be flexible and able to take initiative in accomplishing tasks as well as seeking support from Blue River Watershed Group volunteers and staff. We seek a candidate who is excited about building the capacity of organization and supporting the advancement of the mission.



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ESSENTIAL FUNCTIONS:

- Support our work to build the capacity of our nonprofit by researching, applying for, and managing grant funds
- Expand and manage a robust membership program
- Manage individual donor and event sponsor correspondence
- Build and implement meaningful and engaging social media and newsletter outreach
- Support the development of foundational outreach materials including writing and designing fact sheets and website content
- Attend relevant meetings and partner coalitions to better understand current resource management and opportunities for Blue River Watershed Group-led initiatives

BASIC QUALIFICATIONS:

- Bachelor's degree or equivalent education in a related field; 2-3 years professional work experience preferred
- Grant writing and management experience
- Must be a self-starter, strategic thinker, and independent learner who can work with minimal direct supervision
- Must have the ability to work remotely with reliable transportation to attend meetings and events
- Detail-oriented and organized, with experience managing multiple projects simultaneously, completing tasks on often fast timelines, and effective communication around shifting needs and/or priorities
- Comfort and confidence defining and tracking project deadlines, soliciting and incorporating input from team members and partners while continuing to move projects forward, often multiple at one time
- Experience working with community-based organizations
- Experience working with or creating project budgets and project's scope of work
- Working knowledge of Word, Excel, PowerPoint, QuickBooks, Canva, Weebly, Square, Donorbox, Stripe, and RallyUp; or willingness to learn.
- Excellent interpersonal and communication skills (oral and written)
- Commitment to supporting Blue River Watershed Group's mission and goals

TO APPLY: Please email a cover letter and resume to info@blueriverwatershed.org by December 31, 2022. References, work samples, and interviews will be part of the selection process.

Don't meet every single requirement? Studies have shown that women and people of color are less likely to apply for jobs unless they meet every qualification. We are dedicated to building a diverse, inclusive and authentic workplace, so if you're excited about this role but your past experience doesn't align perfectly with each qualification in the job description, please apply anyway! You might be just the right candidate for this role. Blue River Watershed Group is an Equal Opportunity Employer.