



Position Description

Development Coordinator
Beaver Ponds Environmental Education Center
Fairplay, CO
Beaverponds.org

Organization

Beaver Ponds opened in October 2012 and is located in the heart of the Rocky Mountains about 30 minutes from Breckenridge and 1 1/2 hours from Denver.

Mission

To provide environmental education that will give individuals of all ages the tools and knowledge they need to become better stewards of the earth.

Vision

To become a leading environmental education center inspiring action to protect and improve the environment.

Position

Beaver Ponds is looking for a dynamic, results-oriented individual who is a self-starter. The person will develop and spearhead the development and fundraising activities for the organization. The person will report to and work in partnership with the Executive Director. The Development Coordinator will be expected to significantly contribute to the organization's financial growth and ensure that all fundraising events and initiatives have well-articulated goals and measures of success and are in alignment with the organization's mission. Beaver Ponds has primarily been funded by our founders and is seeking to shift our development strategies to significantly increase our revenue stream to mid-sized and major donors.

.The position is initially up to half time but could be more depending upon the individual. (especially if the individual has experience in business and revenue generating activities.)

Responsibilities

- Develop and execute Beaver Pond's annual fundraising plan
- Secure financial support from individuals, foundations and corporations
- Develop and maintain ongoing relationships with donors
- Manage the Beaver Ponds contact database and its use

- Develop and oversee special events
- Conduct prospect research for new donors and foundations.
- Develop and track proposals and reports for all fundraising activities
- Other activities which will further Beaver Pond's mission and meet its financial needs

Qualifications

- 3 years minimum experience in development, fundraising and marketing
- Demonstrated excellence in organizational and managerial skills, and verbal and written communication
- Capable of using all common relevant software tools
- Familiar with using social media to obtain desired results
- Proven excellent people skills
- Very independent minded, high energy and a self-starter
- Skilled with initiating fundraising efforts
- Solid demonstrated background in raising money from donors- small and major
- Background in private foundations
- Excellent writing skills

Compensation

- Competitive/negotiable based on relevant salaries for comparable organizations in size and a rural location.

Other

- Most activities can be done remotely although the person should reside within Colorado and be available for onsite events and regular staff meetings.

Please submit a letter of interest, along with examples of previous work, such as a grant or solicitation letter or marketing material. Submit letter of interest or other inquiries to:

Paul Alexander

palexander@beaverponds.org

Beaver Ponds Environmental Education Center