



DEVELOPMENT COORDINATOR

ABOUT EARTHCORPS

EarthCorps brings together passionate and hardworking young adults from the US and countries around the world, for a yearlong environmental leadership training program in Seattle, Washington. Our participants learn leadership skills by working collaboratively, leading 10,000 community volunteers each year, and executing technical environmental restoration projects including salmon stream restoration, native tree plantings, invasive plant removal, wetland and shoreline restoration, and trail construction.

EarthCorps envisions a world where people and nature thrive together. Our philosophy is that the act of environmental restoration strengthens our relationship to the earth, ourselves, and to each other, and should benefit all people.

POSITION SUMMARY

EarthCorps seeks an emerging fundraising professional to serve as our Development Coordinator. This full-time position will support the work of EarthCorps' fund development program. The ideal candidate is a self-starter who is inspired by the opportunity to deepen our impact in the Puget Sound region. The position reports to the Development Director and works closely with the Development and Communications Team. EarthCorps is committed to integrating diversity, equity and inclusion practices into all of our work.

DUTIES AND RESPONSIBILITIES

Event Management 30%

- Plan and implement REVIVE, EarthCorps' annual fundraising event, including auction item procurement, corporate sponsorships, invitations, volunteer management, coordination with vendors, and audience development.
- Work with Fund Development Committee of the Board to ensure 100% board participation in REVIVE. Coordinate table captains and guests for board member tables.
- Assist with logistics for monthly donor stewardship events, including planning and publicity, and hosting and interacting with constituents including volunteers, donors, and board members.
- Ensure that identified follow-up activities such as data entry, thank you letters, invoices and payments are completed in an accurate and timely manner.
- Coordinate photo-documentation of donor stewardship events and fundraising events.

Fund Development (60%)

- Manage donor records using Salesforce database, including data entry, maintaining accurate donor records, creating queries and pulling lists, and tracking donor engagement.
- Work with Development and Communications Team to plan and implement an annual individual donor campaigns including email and mail appeals, Give Big, board giving, major gifts, and special events.
- Conduct daily gift processing, filing, thank you letters and donor thank you calls.
- Conduct prospect research on existing donors and volunteers, using Salesforce.

- Actively participate in staff, development team, and board meetings to ensure consistency and support with one another.
- Collaborate as needed with staff and volunteers to ensure that EarthCorps' goals are achieved.
- Assist with grant writing, research, and grant management, as needed.
- Respond to requests for information from donors.
- Represent EarthCorps at tabling events for volunteer and donor recruitment.

Administration (10%)

- Provide assistance for Board of Directors and the Executive Director (prepare meeting materials, handle meeting logistics including scheduling audio visual needs and ordering food)
- Perform other work related duties and collaborate on other tasks with staff and volunteers as assigned by senior staff
- Take out, collect, and sort mail on a daily basis.

REQUIRED QUALIFICATIONS

- Bachelor degree and/or commensurate experience
- Strong attention to detail
- Demonstrated ability to work independently in an office and maintain self-motivation
- Excellent interpersonal, teamwork, and conflict resolution skills
- Ability and desire to build rapport with donors, volunteers and the public
- Strong computer literacy especially with Microsoft Office programs
- Knowledge of and experience with donor database applications (Salesforce experience strongly preferred)
- Highly motivated, organized, creative, self-directed and flexible
- Strong organizational skills and ability to develop systems to assist others to accomplish tasks
- Demonstrated commitment to equity and inclusion in all interactions and communications

DESIRED QUALIFICATIONS

- Positive attitude and sense of humor
- Interest in community service and the environment
- 1-2 years former administrative or fund development experience

This is a full-time position with an annual salary of \$35,000-\$38,000 based on experience, full health, retirement benefits, and a generous vacation package.

TO APPLY: Visit <http://apply.earthcorps.org/> . Enter your e-mail address under the 'Development Coordinator' position announcement and you will be sent a personalized link to your application.

This position is open until filled. Priority consideration will be given to complete applications received by March 20, 2017.