

Job Title: Part-Time Development Coordinator

Location: Based in Northern Colorado, Hybrid

Reports to: Executive Director

Hours: 15 hours per week

Compensation: \$30-\$40 per hour based on skills and experience

Duration: 6 month contract with potential for extension based on performance

Position Overview

The Sustainable Living Association (SLA) is seeking a dynamic and organized **Part-Time Development Coordinator** to lead fundraising and development efforts. This role will focus on growing revenue through donor cultivation, corporate partnerships, special events, and community engagement, ensuring the financial health of our organization.

This position offers **flexible working hours** with remote work opportunities, though attendance at regular meetings and events is required. It provides an opportunity to engage in **meaningful work** in sustainability, youth climate action, and community engagement while supporting an organization committed to empowering future leaders. There is also **potential for growth** within this mission-driven organization.

Key Responsibilities

- **Fundraising Strategy & Execution:** Develop and implement an annual fundraising plan aligned with organizational goals. Monitor progress, analyze results, and adjust strategies as needed.
- **Donor Cultivation & Stewardship:** Build and maintain relationships with individual donors, major gift prospects, and foundations. Manage donor recognition, ensuring timely acknowledgments and impact reporting.
- **Corporate Sponsorships & Partnerships:** Identify, engage, and manage corporate sponsorships and partnership agreements that align with SLA's mission and values.
- **Special Events:** Plan and support fundraising events in collaboration with the Executive Director and volunteers, ensuring seamless execution for both virtual and in-person gatherings.
- **Data Management & Reporting:** Oversee donor database management, ensuring accurate recordkeeping and tracking of donations. Provide regular progress reports to the Executive Director and Board.

- **Communications & Marketing Support:** Develop and implement communications strategies, including fundraising materials and donor campaigns that convey SLA's mission and impact.
 - **Financial Collaboration:** Assist with fundraising-related budget development, monitoring revenue and expenses, and ensuring financial goals are met.
 - **Website Updates:** Update the fundraising-related content on SLA's website using the Webflow platform.
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Qualifications

- 2-5 years of experience in fundraising, donor relations, nonprofit development, or related fields.
- Demonstrated success in building donor relationships and executing fundraising strategies.
- Highly organized, detail-oriented, and self-motivated, with the ability to work independently in a remote setting.
- Strong written and verbal communication skills for engaging with donors and stakeholders.
- Passion for sustainability, climate action, and community-driven initiatives.
- Creative and strategic thinker who can develop innovative fundraising initiatives.

Preferred Qualifications:

- Experience with grant writing, including identifying opportunities, developing proposals, and managing reporting requirements.
 - Familiarity with donor management systems and fundraising platforms.
 - Proficiency with Webflow or similar website platforms.
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To Apply:

Please submit a resume, brief cover letter, and two references to kellie@sustainablelivingassociation.org with the subject line DEVELOPMENT DIRECTOR. Applications will be reviewed on a rolling basis until the position is filled. No phone calls please.