



Job Description

Position Title: Communications and Development Coordinator
Position Type: Salaried, 1.0 FTE, exempt
Location: Carbondale, Colorado
Compensation: Salary \$48,000-\$55,000
 Benefits include 50% health insurance coverage, 15 paid holidays, 3 weeks paid vacation, 6 sick days, mileage reimbursement, Simple IRA employer match, gear and professional development stipends, and a flexible work schedule.
Reports To: Director of Communications & Engagement

ABOUT RFOV

Roaring Fork Outdoor Volunteers (RFOV) is a non-profit organization that promotes stewardship of public lands by engaging the community in education, restoration, and conservation projects. Serving the communities from Aspen to Rifle in Colorado, RFOV mobilizes thousands of volunteers and educates hundreds of students in the areas of sustainable recreation, healthy landscapes, and fire adaptation.

JOB SUMMARY

The Communications and Development Coordinator is a key position supporting the development, communications, public outreach, and operational functions of RFOV. Under the direction of the Director of Communications and Engagement, this position will manage the donor and volunteer database and donor relations while providing foundational support for communications, marketing, and outreach efforts.

PRIMARY RESPONSIBILITIES

Responsibilities include, but are not limited to, the following:

Development and Fundraising:

- Maintain all donor and volunteer data in Salesforce to ensure accuracy and usefulness for analyzing strategy; support other staff in their use of the database.
- Oversee individual membership program; donor appreciation, acknowledgement, and renewals; help nurture new donor relationships.
- Work with the Director of Communications and Engagement to develop and execute strategies to segment the donor base for customized communications that drive renewals and enhance and implement current and new fundraising campaigns.
- Use Salesforce to produce monthly and annual donor reports to the Executive Director, Director of Communications & Engagement, and Board of Directors.
- Support production of fundraising appeals and print materials.
- Support or oversee fundraising and outreach events such as volunteer/member appreciation events, season kick-off parties, and other fundraisers.

Communications and Outreach:

- Support and coordinate RFOV communications and marketing efforts:
 - Lead social media strategy and implementation.
 - Assist in production and dissemination of RFOV publications and marketing materials, including creating assets using Adobe Illustrator and InDesign.
 - Lead and systematize email communications using Mailchimp and/or another app.
 - Use technology to systematically manage RFOV digital assets, acquisition, and deployment.
 - Lead open job advertising
 - Use technology to market RFOV events and in local calendars and media outlets.

Operations:

- Acts as the first point of contact for RFOV's office including responding to office calls and emails to info@ rfov.org account
- Manages the physical office including liaising with landlord and related staff and maintaining the organization's inventory of supplies, equipment and merchandise.
- Manage and enhance current tech stack: (Salesforce, Squarespace, Square, iATS, MailChimp, WaiverForever, Google, Comcast, Adobe Creative Cloud, G-Suite, other applications, hardware).
- Manages and maintains RFOV's donor and volunteer database, conducts data entry and maintenance, and supports other staff in their use of the database.
- Support Programs team with volunteer registration process
- Regularly check the RFOV mailbox
- Deposit checks bi-weekly and prepare revenue reports for RFOV bookkeeper

Other responsibilities:

- Occasionally attend and/or lead volunteers at RFOV projects
- Serve as RFOV representative for other outreach events within the community

PERSONAL CHARACTERISTICS

The successful candidate will be passionate about public land stewardship, community engagement, and action-oriented impact. They will be able to work collaboratively and independently, adjust to a dynamic funding environment, and thrive in situations where multiple and diverse demands are involved. They will be highly organized, detail-oriented, self-directed, and resourceful with ability to take initiative and follow-through on independent projects.

DESIRED KNOWLEDGE, SKILLS, AND ABILITIES:

We encourage you to apply for this position even if you do not believe you meet all the criteria listed here.

- Ability to solve business problems by using the Volunteers for Salesforce and Nonprofit Success Pack Platforms; work with stakeholders and expert consultants to define system requirements and customize the platform.
- Ability to work independently and efficiently, be creative and resourceful, and responsive to organizational changes.
- Professional verbal and written communication skills; ability to work in a dynamic team environment; positive attitude.
- One to two years of nonprofit or small business operations and/or marketing experience.
- Willingness to learn new skills (digital, interpersonal, professional) in an independent manner.

- Website management, graphic design, and Spanish (writing/reading) are highly desired.
- Commitment to advancing equity, diversity, and inclusivity.
- Excellent data management experience, and broad computer skills (Salesforce, Adobe Suite, Microsoft Excel, Google Suite).
- Ability to pass a criminal background check.

Work Schedule

The weekly work schedule is generally Monday-Friday 9-5 with weekend and occasional evenings required. Travel with a personal vehicle is required. Flexible schedules and working partially remotely are possible. Some local travel, night meetings and weekends required.

How to Apply

Send a resume, cover letter, and contact information for up to three professional references to: Sara Gilbertson, Director of Communications & Engagement, by email at sgilbertson@rfov.org. Text inquiries are welcome: 240-432-0174

RFOV will review applications on a rolling basis. Early applications are encouraged.

Roaring Fork Outdoor Volunteers is an equal opportunity employer and encourages applications from people of all races, ages, sexual orientations, and ethnic and religious backgrounds.