



## *Coalition for the Upper South Platte*

Post Office Box 726  
Lake George, Colorado 80827  
EIN: 84-1469785

### **JOB ANNOUNCEMENT DEVELOPMENT AND OUTREACH COORDINATOR**

*The Coalition for the Upper South Platte (CUSP) is a nonprofit watershed group, serving the 2,600 square-mile watershed southwest of the Denver Metro Area and west/northwest of the Colorado Springs Metro Area and adjacent lands. The watershed runs from the Continental Divide/Headwaters of the South Platte River to Strontia Springs Reservoir in the Foothills. The watershed varies in elevation from 6,000 feet to over 14,000 feet above sea level.*

*The CUSP mission is to protect the water quality and ecologic health of the Upper South Watershed, through the cooperative efforts of watershed stakeholders, with emphasis placed on community values and economic sustainability.*

**Announcement Date:** January 8, 2024

**Employment Status:** Full time

**Reports To:** CUSP Executive Director

#### **GENERAL POSITION DETAILS**

- The Development and Outreach Coordinator is responsible for developing and implementing fund raising strategies, donor relations, volunteer events, community education outreach and diverse media engagement.

#### **POSITION DUTIES**

##### Outreach and Marketing

- Develop robust branding and marketing plans
- Identify opportunities to effectively use print, radio, TV and social media to raise awareness of CUSP
- Manage CUSP website
- Generate newsletters, e-blasts and annual reports
- Develop and design marketing materials, brochures, signage and other outreach opportunities

##### Fundraising

- Identify funding sources (grants, businesses, events, major donors)
- Write and submit grant applications with support of Executive Director
- Review other staff's grant applications prior to submittal for consistent language
- Engage existing donors and identify outreach opportunities to gain new donors
- Develop and direct fund-raising campaigns
- Identify opportunities for fund raising such as raffles or auctions

##### Events/Training

- Identify opportunities for events and or trainings and webinars
- Coordinate venue (in person or virtual), coordinate speakers and outreach materials
- Establish registration, including fee collection
- Develop and distribute marketing materials, reach out to interested organizations and affiliated groups

## Administration

- Develop and maintain a donor data base
- Prepare notice of CUSP Board meetings
- Prepare Board agendas and keep minutes of meetings
- Send out special notices of action required to board members

## Volunteer Program Management

- Coordinate volunteer opportunities with field staff
- Promote volunteer projects, recruit volunteers
- Manage paperwork for volunteers
- Develop and maintain a volunteer data base

## **PREFERRED KNOWLEDGE/SKILLS**

- A valid Colorado Driver's license or ability to obtain one within 30 days of residency, a good driving record and reliable, insured personal transportation
- Excellent skills in leadership, interpersonal relationships, community outreach and project management including ability to simultaneously manage multiple projects and activities
- Excellent communication skills (written, speaking, and listening)
- Understanding of current trends in fundraising, donor solicitation, social media outreach and engagement
- Strong work ethic, energetic and flexible
- Ability to work independently and professionally and establish work priorities
- Team player with the ability to collect many different types of input and move forward in a positive, productive way and work in a collaborative environment
- Close attention to detail and organization, along with meticulous record keeping
- Able to comfortably engage with community dignitaries, political and business leaders, foundation and other donor representatives, diverse watershed constituents
- Proficiency in the use of Microsoft Office products, graphic design software

## **ADDITIONAL INFORMATION**

- A flexible schedule is required to accommodate events, meetings that may occur outside of normal work hours
- Frequently requires the use of close vision to read correspondence including contracts, requests for proposal, reports and other documents as well as regular use of a computer screen
- Able to attend meetings and events in a wide range of environments including outdoor sites that can be challenging in respect to elevations and terrain
- Must be able to pass a drug and background assessment

## **EDUCATION AND EXPERIENCE**

- Bachelor's degree with a focus in marketing, natural resources, journalism, public relations, nonprofit leadership or related coursework.
- 2+ years of experience in public facing position focused on nonprofit outreach or similar experience.
- Some combination of education and experience in the above totals up to a least 24 months

## COMPENSATION AND BENEFITS

- This position is full time with an average of 32 to 40 hours per week. Compensation is commensurate with qualifications and experience. There is a 6-month probationary period and upon successful completion of this period, the employee is eligible for full benefits.
- CUSP offers a benefit package including health insurance, paid time off (sick and vacation), paid holidays and 401k matching contributions.
- Location: Lake George, CO. Working from home is negotiable.
- Pay Range: \$29-\$32/ hour

## HOW TO APPLY:

Interested individuals should submit the following (in pdf format):

1. **Cover Letter** - No more than two pages. Include statements describing your specific knowledge, skills and experience as they relate to this position and nonprofit or similar organization.
2. **Resume**. Maximum of three pages and include at least three professional references.
3. **Position will remain open until filled**. Interviews for high-ranking applicants will be scheduled on an individual basis. Please send application materials via email only. Please include Last Name\_ Development Coordinator App in the subject line. Email application materials to [culp@culp.ws](mailto:culp@culp.ws).

*CUSP is an Equal Opportunity Employer and no otherwise qualified individual shall be subject to discrimination on the basis of race, color, religion or religious affiliation, sex, familial status, age, genetics, disability, or national origin in any phase of employment for this position.*