



Aspen Center for Environmental Studies Development Coordinator

Aspen Center for Environmental Studies (ACES) is a non-profit environmental science education organization with three locations in the Roaring Fork Valley: Hallam Lake, Rock Bottom Ranch, and the Catto Center at Toklat. Since 1968, ACES has been meeting its mission of *educating for environmental responsibility*.

Making more than 125,000 educational contacts in 2019, ACES reaches Colorado residents and visitors through guided hikes, environmental science lessons in schools and in the field, kids camps and adult classes, public lectures, and community events. Our programs focus on ecological literacy, regenerative agriculture, forest and ecosystem health, land restoration, and environmental civic leadership.

Position Summary

ACES seeks a mission-driven professional to support the Development Director in fulfilling the organization's operating and capital fundraising plans. This entry-level position will manage donor relations and assist the Development Director in donor database management and membership growth. This position will also act as a community liaison. This is an opportunity to apply passion, donor cultivation, and written and oral communication skills to enhance ACES' existing fundraising strategies and systems to maximize ACES goals.

The Development Coordinator is a critical support position within ACES. The ideal candidate will have 2-3 years of experience in non-profit work, donor relations, database management, and cultivation. This candidate must be highly organized and able to work with limited supervision. This position will require the ability to work flexible shifts around ACES' donor and community events, meet tight deadlines, and travel to other valley-wide job sites.

Primary Duties and Responsibilities

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

- Manage all aspects of fundraising campaigns, including annual membership drives, end of the year appeals, and Children's Education Fund campaign;
- Write, create, and send all monthly membership renewal emails and letters, as well as record all incoming donations and send weekly acknowledgements;
- Work with Development team to create and implement new and creative fundraising initiatives;
- Manage ACES' donor database; maintain and improve accurate records of donor activity and history in ACES' database (NeonCRM). Input and verify donor information, manage duplicate accounts, create and send timely donor correspondence (e.g. tax letters, donor acknowledgements), manage membership reports and queries, track pledge reminders and stock transfers;
- Create proposals for solicitations and track donor cultivation and solicitation overall, as well as create additional events/campaigns to reach new donor constituencies, demographics, and members;
- Support ACES Events and Donor Outreach Manager in providing support for events, including donor communication, budgets and invoicing, guest lists, online registration materials, ACES representation at community events, and other event duties as assigned;
- Work with the Marketing Director to ensure effective marketing of development campaigns and events to the target audiences, including social media support.

Required Qualifications

- 1-3 years of experience in nonprofit development, business management, sales, or related field;
- Proficiency in written communication, including letters, proposals, and emails;
- Proactive approach to time management and prioritization;
- Professional communicator with donors, team members;
- Comfortable being an ACES ambassador at community and donor events;
- Experience coordinating successful community and donor events;
- Proficiency in G Suite and/or Office 365;
- Experience with Constant Contact or other email marketing platform;
- Experience with donor databases or customer relations managers;
- Extremely proficient with data-entry and spreadsheets;
- Ability to learn new skills quickly and effectively;
- Excellent interpersonal skills;
- Strong attention to detail;
- Commitment to environmental education.

Desired Qualifications

- Knowledge of relational databases and building reports;
- Experience fundraising on social platforms;
- Experience developing relations with community and corporate sponsors;
- Passion for creating and developing creative giving opportunities;
- Experience with creating target audiences and segmented lists;
- Grant writing;
- Spanish proficiency.

Reporting Relationship

This position reports to ACES Development Director.

Location

This is a full-time position with an office located at the Hallam Lake site in Aspen, Colorado. This position will also operate at the Rock Bottom Ranch site as needed.

Benefits and Compensation

Compensation based on qualifications and experience. As described within, this position is eligible for the ACES benefits package which includes health insurance, paid time off and holidays, and retirement plan.

To Apply

Email resume, cover letter, and references to acesjob@aspennature.org by October 7, 2020.

Aspen Center for Environmental Studies (ACES) is an Equal Opportunity Employer. ACES does not discriminate on the basis of race, religion, color, sex, gender identity, sexual orientation, age, non-disqualifying physical or mental disability, national origin, genetic information, veteran status or any other basis covered by appropriate law. All employment is decided on the basis of qualifications, merit, and organizational need.