

DEVELOPMENT COORDINATOR JOB DESCRIPTION

First Descents (FD) is seeking a highly organized, self-motivated and passionate Development Coordinator to support the organization and execution of our grassroots, peer-to-peer fundraising community – the [Out Living It \(OLI\) Project](#) – as well as, to assist with other essential components of our overall fundraising efforts. If you enjoy working with a broad range of supporters, have a strong passion for adventure and philanthropy, and love to encourage others to push themselves, then we'd love to start a dialogue with you.

RESPONSIBILITIES:

We need an organized, goal-oriented individual to step in and be our Development Coordinator. Our ideal candidate is passionate about serving young adult cancer fighters and survivors and building a large community of enthusiastic, excited supporters. Reporting directly to the Development Officer, your main job will be to further spread our motto of “Out Living It” by growing the size, effectiveness and impact of the OLI Project. This will be achieved in the following ways:

PEER TO PEER FUNDRAISING: The OLI Project harnesses the power of the FD community and demonstrates a spirit of adventure, creativity and philanthropy. OLI Projects are unique ways to fundraise for FD and range from marathons to back yard barbecues to meditation challenges. Fundraisers can create projects of their own or join existing projects such as the Leadville 100 MTB or the NYC Marathon. As Development Coordinator, your main role will be to manage every aspect of this program. You'll recruit new fundraisers, brainstorm project ideas and manage the back-end aspects. Ultimately, you'll be responsible for growing revenue coming in through the OLI Project, expanding its reach and retaining fundraisers and their supports year-to-year.

DATABASE MANAGEMENT: It's 2015, everything is online and you know that. Over 95% of the donations to the OLI Project come in through our website. A big responsibility of yours will be to become a true master at understanding how to further utilize [Classy](#). You'll build new campaigns, run reports and troubleshoot user issues. You'll make sure accurate information is getting into our Salesforce database from Classy and help out with aspects within Salesforce in regards to our general database of supporters. Understanding the important role data plays in growing our organization is crucial. Experience with both these platforms is a plus.

CUSTOMER SERVICE & EVALUATION: You will be responsible for managing the relationships with the 700+ fundraisers that complete an OLI Project each year – this will include managing emails and phone calls, shipping out supplies and sending out donor acknowledgements. You'll also work with our partner events that support the OLI Project (i.e. Leadville Race Series, NYC Marathon, etc.). You'll evaluate the success of each event, determine if some should be phased out and seek out new opportunities for our fundraisers.

COMMUNITY BUILDING: You need to have the skills, sensitivity and personal confidence to engage all members of the FD community. You'll work hand-in-hand with supporters, as well as, work closely with the Programs Team to recruit alumni to fundraise towards an [FDX program](#). Strong interpersonal skills are a must, as you will be expected to have constant interaction with donors, partners, staff and alumni. You'll also plan and execute the Annual FD Climbathon, our nationwide fundraising event that takes place at 25+ climbing gyms around the country, which focuses on further building our community of supporters.

CREATIVITY: You are someone that can further harness the creative spark that helps fuel our culture. You are skilled in creating powerful, compelling written and oral communications for fundraising activities. You'll work closely with our Marketing team on recruitment, events and custom apparel development.

OUT LIVING IT: It's our motto and succinctly sums up our core values of adventure, challenge, community, humility and humor. Saying it's important is an understatement. We live, breathe and sweat it every day – and as the newest member of our team, you will too.

INSIDE DETAILS:

This is a salaried position based at our HQ in Denver, CO, working typically from around 8:30am to 4:30pm on weekdays. You need to be open to working late and on weekends when required – especially to attend and help organize key OLI Project events.

We offer health benefits, employer retirement matching and a generous amount of PTO, as well as, comp days when needed (to help make up for those late nights and weekends you'll have to work).

SUCCESS LOOKS LIKE THIS:

You'll quickly take on ownership of all facets of the OLI Project. Our community will recognize you as someone that can effectively and professionally balance the tactical and logistical side while being confident and comfortable communicating with donors, participants and alumni from all walks of life.

You will take your enthusiasm and passion for our mission and use it to grow the impact of the OLI Project. Your planning, budgeting and strategy will come to fruition through your oversight of the program. You'll effectively manage the day-to-day aspects, while building towards the long-term vision that will be fine-tuned with the help of the Development Officer and Executive Director. You'll effectively manage multiple projects and have the self-preparedness to meet deadlines. Your organization skills will be paramount to your success (remember the 700+ fundraisers each year and Climbathon?).

You'll effectively manage a large load of incoming and outgoing information and data and be seen as resource that can be counted on within the Development Department and the organization overall. We have a very team-centric culture and you'll be called on to jump in on both anticipated and unanticipated projects throughout the year.

There are few organizations as unique and special as ours – and you'll be a part of it all.

NET-NET:

If you're interested in helping take our peer-to-peer fundraising to the next level – by maximizing its potential and increasing revenue in order to serve countless more young adult cancer fighters and survivors in the years to come, we want to talk to you.

To get started, write us a great pitch letter and send it to hr@firstdescents.org – please include “Development Coordinator” in the subject line. Tell us why you're the perfect Development Coordinator for us and how you think your passion and unique set of skills will help First Descents to flourish.