



Coalitions & Collaboratives, Inc. aka COCO – Mission: *To foster on the ground conservation efforts that protect and restore natural resources and local communities by supporting collaborative conservation organizations, who produce collective impacts through stakeholder driven efforts.*

<https://co-co.org/>

POSITION OPENING – DEVELOPMENT AND OUTREACH COORDINATOR

Job Type – Full Time

Location – Based in Lake George; Works primarily from home office; Some travel throughout Southern Colorado

Compensation - \$29 - \$31 per hour

Job Description

The Development and Outreach Coordinator is responsible for contributing to and developing and implementing fundraising strategies, donor relations, events and outreach opportunities, and diverse media engagement. The Coordinator will work with the Executive Directors of COCO, Coalition for the Upper South Platte, Arkansas River Watershed Collective, Purgatorie Watershed Partnership, and other COCO affiliates to address their needs for development and outreach.

Areas of Responsibility

- **Outreach and Marketing**
 - Work with COCO and Affiliates to develop robust branding and marketing plans
 - Identify opportunities to effectively use print, radio, TV and social media to raise awareness of COCO and Affiliates
 - Manage website(s)
 - Generate newsletters, e-blasts, and annual report
 - Develop and design marketing materials, brochures, signage and other outreach opportunities
 - Assist with coordination and management of donor/ partner database
- **Fundraising**
 - Identify funding sources, e.g., grants, businesses, events
 - Submit grant requests with support of Executive Directors
 - Review grant requests prior to submittal for consistent language
 - Engage existing donors and identify outreach opportunities to gain new donors
 - Assist with fundraising campaigns
 - Annual, capital, asset acquisition
 - Identify opportunities for other fundraising, such as raffles or auctions
- **Events/ Training**
 - Identify opportunities for Events and/or Training/Webinars
 - Coordinate venue (in-person or virtual), coordinate speakers and outreach materials
 - Establish registration, including fee collection, if any
 - Develop and distribute marketing materials, reach out to interested organizations and affiliated groups
- **Administration**
 - COCO Board of Directors Support
 - Notice of meetings, prepare agenda, gather meeting materials, take meeting notes

- **General Affiliate Support**
 - In addition to Development and Outreach, assist with Board of Directors meetings

Requirements/Qualifications

- **Education/Certification**
 - Bachelor's Degree with a focus in marketing, journalism, public relations, environmental interpretation, nonprofit leadership or related coursework.
- **Experience**
 - Minimum two years' experience in a public facing position, focused on environmental education, nonprofit outreach, or similar skills. Extensive, successful work experience may compensate for education.
 - Successful grant writing, or technical writing experience.
- **Preferred Knowledge/Skills**
 - Passion for COCO's mission
 - Keen understanding of current trends in fundraising, donor solicitation, social media outreach and engagement
 - Excellent organizational and event planning skills including follow through and follow up
 - Excellent written and oral communications
 - Ability to synthesize information and communicate it in a compelling and succinct manner
 - Meticulous record keeping
 - Budget development and tracking
 - Listening and observation skills
 - Ability to work well with others in highly-collaborative team environment
 - Excellent public relations and speaking skills
 - Able to work well with volunteers
 - Able to comfortably engage with,
 - Community dignitaries
 - Political and business leaders
 - Foundation and other donor representatives
 - Diverse watershed constituents
 - Ability to work independently
 - Manage multiple projects and tasks
 - Self- motivated, independent worker, also able to work well collaboratively
 - Excellent computer skills, proficient in Microsoft Office products, graphic design software – Mac proficiency a plus
 - Website development/management
 - Donor database management a plus
 - Graphic design skills a plus

Work environment and schedule: The COCO office is located in Lake George, Park County, Colorado. This is a full-time position. The **Development and Outreach Coordinator** should plan on dividing time between working in the office, working from home if desired, meeting with constituents, and working on-site for various events and with COCO Affiliates.

Most work can be done during the day, Monday – Friday, however a flexible schedule is required to accommodate meetings and events that may occur during evenings and/or on weekends.

Additional Requirements:

- This position frequently requires the use of close vision to read correspondence including contracts, RFPs reports and other appropriate documents as well as the regular use of a computer screen.
- This position requires a valid, unencumbered driver's license, personal transportation, and the ability to attend meetings and events in a wide range of environments including outdoor sites that can be challenging in respect to elevation and terrain.
- The position requires the ability to lift 50 lbs.
- Must be able to pass a drug and background assessment.
- COCO requires all staff to be fully vaccinated against COVID-19 or submit weekly negative COVID tests.

Compensation and Benefits:

- This position is full-time with an average of 40 hours/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.
- COCO offers a generous benefit package including: health insurance, paid time off (sick and vacation), paid holidays, 401k matching contributions.

How to Apply:

Submit the following in .pdf format to COCO@co-co.org. Include in the subject line – COCO Outreach and Development.

1. Cover letter – One page, describe your specific knowledge, skills, and experience related to this position and this organization.
2. Resume – Maximum of three pages and include at least three professional references.

Application deadline is January 31, 2022.

Equal Employment Opportunity. There shall be no unlawful discrimination or harassment against employees or applications for employment because of race or color, religion or creed, sex or gender, sexual orientation, national origin or ancestry, age, physical or mental disability, military status, genetic information or other protected status. Equal employment opportunity, as required by law, shall apply to all personnel actions including, but not limited to recruitment, hiring, upgrading, promotion, demotion, layoff, or termination.