



**Position Description  
for  
Administrative and Development Coordinator**

<b>Position Title:</b>	Administrative and Development Coordinator
<b>Position Type:</b>	Hourly, 30-40 hours per week
<b>Location:</b>	Basalt, Colorado - RFOV offices
<b>Compensation:</b>	Hourly (\$20/hour) Benefits include health insurance coverage, paid time off, mileage reimbursement, retirement plan.
<b>Reports To:</b>	Executive Director

Roaring Fork Outdoor Volunteers (RFOV) is a non-profit organization with a mission to promote stewardship of our public lands by engaging the community in volunteer trail and restoration projects.

**Position Description**

The Administrative and Development Coordinator plays a key role in supporting the development, events, and administrative functions of the organization. This position will manage donor relations, donor database management while also providing administrative and support for all programs. The ideal candidate will have 1-3 years of experience in non-profit development and/or administrative work. This candidate must be highly organized and able to work with limited supervision, have excellent attention to detail while managing multiple projects at once, and strong communication skills.

**Primary Duties and Responsibilities**

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

Development Responsibilities:

- Oversee donor appreciation, acknowledgement, and member renewal reminders
- Provide monthly donor reports to RFOV Board and Executive Director
- Conduct donor research and identify potential high-value donors
- Maintain all development records and data and ensure their accuracy and usefulness, for both developing and analyzing strategy
- Coordinate with the Communications and Engagement Manager to implement fundraising campaigns, including annual membership drives and end of year appeals
- Manage schedule of grant proposals, reports, and donor communications
- Research new grant opportunities
- Work with the team to create and implement new and creative fundraising initiatives
- Support fundraising and outreach events such as kick-off and end-of-season parties, trailside tables, and other fundraisers.

#### Administrative and Office Responsibilities:

- Respond to office calls and emails to info@ rfov.org account
- Answer the RFOV office voicemail, keeping track of calls and letting the appropriate staff know of calls, appointments, meetings, etc.
- Organize and order supplies
- Work with vendors to maintain the computer network and office equipment
- Coordinate office cleaning
- Manage all G-Suite properties and applications
- Regularly check the RFOV post office box
- Deposit checks bi-weekly
- Oversee RFOV filing system in the Team Google Drive, ensuring consistency and accuracy
- Support Communications and Engagement Manager to organize and label photos
- Support Program Manager with volunteer coordination and recruitment
- Assist E.D. in designing and implementing office and administrative policies, operations, and procedures
- Coordinate and support meetings (scheduling, distributing support materials, correspondence, meeting minutes)

**Other Duties as Assigned:** Perform related duties as required for purposes of supporting and strengthening the mission and purpose of RFOV.

#### Minimum Qualifications

- Bachelor's degree is preferred, however, applicable work experience may substitute for the educational preferences.
- A certain proficiency with Salesforce and managing databases
- One to two years of nonprofit or small business development and/or administrative support experience.
- Highly proficient with Microsoft Excel, Microsoft Word, email, the internet and Google Suite
- Self-directed, highly motivated, reliable, with a results- and solution-oriented perspective, organized with an attention to detail, flexible with strong time management skills.
- Strong communication skills, both written and verbal. Able to prepare special reports according to general instructions.
- Valid Colorado driver's license and clean driving record.

#### All Applicants Must Have:

- Ability to occasionally lift and/or move up to 50 pounds.
- Ability to pass a criminal background check.
- Adequate personal outdoor and hiking equipment.

#### 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 remotely are possible. Some local travel, night meetings and weekends required.

*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.*

#### Application Deadline:

#### How to Apply:

**Send a resume, cover letter, three professional references by January 15, 2021 to:** Ron Rash, Executive Director, Roaring Fork Outdoor Volunteers, PO Box 1341, Basalt, CO 81621 or [rrash@rfov.org](mailto:rrash@rfov.org). Phone and email inquiries acceptable. Writing samples may be requested after an initial review of your application.

Organizational information can be found at [www.rfov.org](http://www.rfov.org).