

Rocky Mountain Biological Laboratory Project Coordinator

The Rocky Mountain Biological Laboratory, founded in 1928 as an independent nonprofit organization, is a biological field station located near Crested Butte, Colorado. Our primary mission is to advance the scientific understanding of nature that promotes informed stewardship of the Earth. RMBL provides scientists and students access to diverse habitats, research and education infrastructure, a collaborative and internationally recognized scientific community, and a broad base of knowledge about the ecology of mountain environments. A deeply understood place and supportive research community make it ideal for training the next generation of field scientists. You can learn more at www.rmbll.org.

The **Project Coordinator** (a new position) provides day to day administrative and project support for the fundraising and communications efforts at RMBL, and other departments as capacity permits. This position supports a team that is responsible for ensuring the organization meets its annual fundraising goals – currently approximately \$800,000 per year and growing at an average annual rate of 10%.

Specific responsibilities are listed below. This position will report to the Development Manager. Ideal candidates are mission-driven, thrive in small organizations and prefer to work in teams rather than siloes. The Project Coordinator is extremely detail-oriented and enjoys working in a dynamic and fast-changing environment.

ANNUAL FUNDRAISING (UNRESTRICTED & RESTRICTED GIVING)

- Records gifts in the Salesforce database and generates all gift acknowledgements within 7 days
- Coordinates phone calls from Trustees and handwritten notes from committee members and staff for certain levels of giving
- Maintains the development calendar
- Implements all bulk mailings which currently consist of two printed newsletters/year and a year-end fundraising appeal
- Supports Development Manager with administrative tasks
- Assist at development events, some of which will be after hours or on weekends

COMMUNICATIONS

- Posts content on social media.
- Coordinates design and production of printed communications materials with outside vendors

OTHER RESPONSIBILITIES

- As capacity permits, this position will support other RMBL staff with administrative tasks and projects

SKILLS

- Well-developed analytical, organizational, and problem-solving skills
- Friendly, outgoing and service-oriented personality
- Effective written communication and presentation skills
- Ability to manage multiple projects and competing priorities

QUALIFICATIONS, CREDENTIALS AND EXPERIENCE

- Bachelor's Degree required; Master's Degree preferred
- Nonprofit fundraising experience preferred but not required

SCHEDULE & BENEFITS

- Salaried, year-round full-time position, based in Crested Butte, Colorado
- Annual salary range: \$42,000 - \$47,000 depending on experience and qualifications
- Health, flex and retirement benefits

- Generous time off policy
- Lunches for employee in dining hall in Gothic during the summer

DIVERSITY AT RMBL

RMBL is dedicated to the principles of equal employment opportunity in any term, condition or privilege of employment. We do not discriminate against applicants or employees on the basis of age, race, sex, color, religion, national origin, disability, sexual orientation, political affiliation, or any other status which may be protected by law.

TIMEFRAME FOR FILLING THE POSITION

Applications will be accepted until the position is filled. We expect to begin interviews the first week of March.

TO APPLY

Please submit a letter of interest and resume to Katie@rmbf.org.