



Disabled Sports Eastern Sierra seeks a dynamic, motivated Development Coordinator/ Specialist to join our administrative staff in Mammoth Lakes, CA. Opportunities for hybrid-remote or remote work may exist for the right candidate. The Development Coordinator/ Specialist plays a key role in our fundraising and outreach efforts to engage donors, volunteers, community partners, families, athletes and other stakeholders in advancing our work to support people with disabilities pursuing adaptive outdoor recreation in the Eastern Sierra. We are looking for someone with excellent attention to detail, strong communication skills, effective time management, and experience working with CRM database systems. The ideal candidate will be a flexible, focused, creative problem-solver who appreciates working towards a common goal in a fast-paced non-profit environment.

The Development Coordinator reports to the Development Director and supports administrative and program staff. They will coordinate effective fundraising including data management and donor stewardship, grant preparation and reporting, and event coordination.

#### Knowledge & Skills

- A commitment to DSES's mission and values
- Proactive with excellent attention to detail
- Effective at managing multiple projects and deadlines in a busy environment
- Proficient user of Microsoft Office Suite
- Effective written and oral communication skills
- Knowledge of effective CRM database management
- Experienced in, or willing to learn, non profit fundraising, event, and outreach strategies
- A motivated, creative thinker who demonstrates effective time management and works enthusiastically as part of a team
- Energetic and flexible
- Experience with Salesforce and CRM integrations a plus

#### Education & Work Experience

- Possess a minimum of two years of professional experience preferably in development, data management, or event coordination in a non profit organization
- Hold a four-year college degree or equivalent experience

#### Physical Requirements

- Comfortable sitting at a desk for a significant amount of the day
- Able to lift and move a minimum of 40 pounds

#### Responsibilities

- Receive and process donations and generate acknowledgment letters
- Maintain accurate data records for donors, partners, participants, and other constituents
- Coordinate donor stewardship and cultivation efforts with other staff
- Create and generate reports in Salesforce to inform development and outreach efforts
- Coordinate print and email fundraising appeals including generating mailing lists and tracking budgets and responses
- Develop and maintain the annual development and outreach calendar in coordination with other staff
- Coordinate fundraising events, currently the Extravaganza and Sierra Cycle Challenge, in collaboration with other staff and volunteers
- Coordinate planning and participation for fundraising events including recruiting volunteers and collaborating with community partners
- Conduct research and provide accurate information to support positive prospect cultivation and donor stewardship
- Coordinate grant opportunities including assisting program and finance staff with timely proposal writing and reporting

Position Title: Development Coordinator/ Specialist

Reports to: Development Director

Compensation: \$20 to \$34/ hour depending on experience

Supervises: none

Status: Full-time Year-round