

Job Title:	Development Coordinator
Company:	The Envirolution, Inc.
Location:	Reno, NV
Reporting Relationship:	Executive Director
Classification (Exempt/Non-Exempt):	Non-Exempt
Pay rate:	\$19-\$23/hr based on experience- Part time-Full time AVAILABLE

Are you interested in growing professionally, inspiring youth, and making a lasting impact at a growing nonprofit organization?

Join Envirolution's expanding, innovative team as the Development Coordinator, an instrumental role in the growth of this sustainability-focused educational non-profit! The Development Coordinator supports the growth of Envirolution by expanding our fundraising opportunities through grant writing, donor management, and collaboration with team members. Envirolution relies on these fundraising efforts to provide teachers with dynamic educational resources and students with unique experiences in sustainability, STEAM, and career-oriented learning opportunities. If you are an experienced grant writer with a passion for education and sustainability, this position will be a great fit!

Mission:

Envirolution is a 501(c)(3) nonprofit organization dedicated to developing dynamic K-12 education, youth leadership engagement, and community outreach programs focused on energy efficiency, sustainability, and Science, Technology, Engineering, Art, and Math (STEAM) career opportunities. Established in 2007 and based in Reno, Nevada, Envirolution's mission is to **inspire and empower the next generation of leaders and workers who drive the growth of a sustainable economy**. Envirolution's programs serve teachers, students, and community members throughout Nevada by providing them with the training, resources, and experiences needed to engage in quality education and workforce development focused on STEAM, sustainability, and energy efficiency.

Position Description:

The Development Coordinator is an essential member of the team for this growing non-profit organization. This person is primarily responsible for preparation and submission of proposals and grant applications. This person will help manage the current and prospective donors, as well as research, identify, and respond to public, governmental and private grant opportunities in support of Envirolution Inc.'s mission, goals, and needs. Collaborating closely with the Executive Director, this person will create new and expand current fundraising opportunities in order to support Envirolution's programming.

Primary Responsibilities:

- Responsible for conducting the full range of activities required to prepare, submit, and manage grant proposals and reports to foundation, corporate and government sources.

- Maintain The Envirolution Inc.'s fundraising materials and appeal letters to reflect current programs, goals, and needs by staying up to date on all programs and organizational goals.
- Maintain and continue to develop The Envirolution Inc.'s prospect list for potential sources of funding by researching and reporting on relevant local, state, national, corporate, government, and foundation grants.
- Manage the submittal of letters of intent, grant requests, and business sponsorship requests throughout the year to help ensure funding of The Envirolution Inc.'s programs and events;
- Lead the collection of program data used in grant reports and updates to funders, including the annual report.
- Assist Executive Director and bookkeeper in the communication to all members of Envirolution on grant requirements, including initial meetings, budgets and reporting deadlines.
- Maintain and track data and statistics and provide written materials necessary for donor stewardship (educational program attendance, visitor number and diversity, numbers for development/programs, etc.)
- Maintain and manage Envirolution's donor management database and Smartsheet tracking system on a continuous basis for effectively managing deadlines, reporting, and donor engagement (including initial contact, cultivation, and stewardship of donors). This includes the maintenance of donor folders and all corresponding documentation.
- Assist with other fundraising projects as requested
- Provide additional support to staff and Executive Director as needed towards our different programs.

Qualifications:

- Bachelor's degree or equivalent experience.
- 2+ years of experience in grant writing role at a non-profit organization. Knowledge and familiarity with research techniques for grant writing prospect research.
- *Interpersonal skills:* Strong organizational, problem solving and analytical skills. Ability to work independently, as a member of a team, and as a leader. Commitment to education and the mission of the organization. Creative and innovative team player. Versatility, flexibility, and a willingness to work within constantly changing priorities with enthusiasm. Commitment to excellence and high standards.
- *Communication skills:* Excellent oral and written communication skills. Ability to communicate and deal effectively with a diverse group of individuals including; donors, businesses, teachers, and students. Demonstrated ability to make successful presentations to individuals and/or groups at all levels of an organization. Strong editing skills
- *Organizational skills:* Ability to handle multiple projects, to manage priorities, and workflow, while meeting deadlines. Attention to detail is a must.
- *Technical requirements:* Understanding of technology used within an office setting along with basic data entry, math, analytical and computer competencies. Knowledge of Microsoft Office, Smartsheets, and Google Suite. Ability to gather and analyze data to generate reports.
- *Commitment to Mission and Vision:* Understanding of STEAM education and future sustainability efforts. Appreciation for K-12 educators and understanding of the unique challenges within the education system

Development Coordinator Top Skills & Proficiencies:

- Proposal/Grant Writing
- Attention to detail
- Teamwork
- Persistence
- Data monitoring
- Project Management
- Organization
- Adaptability
- Time management
- Flexibility and sense of humor

Physical/Mental Demands:

Physical Demands: The essential functions of the position may require **frequent** sitting, repetitive use of both hands, light grasping with dominant hand, finger dexterity in both hands, near/far visual acuity, depth perception, field of vision accommodation and color vision; requires seldom bending, walking, standing lifting/carrying of up to 40 lbs. or less, light grasping with non-dominant hand, firm/strong grasping with both hands; reaching overhead, crouching, kneeling, climbing, balancing, pushing/pulling.

Mental Demands: The essential functions of the position requires the ability to read and write simple and complex material, have math skills, and the ability to perform simple and complex tasks; analyze data and accurately complete forms; records; compile information, instruct others; work with precision, follow instructions, meet time requirements, memorization, ability to recall multiple details, names, sequences and procedures; problem solving skills, and use of independent judgment.

Work Environment: Work is performed inside in an office environment with moderate lighting and temperature. Work may be performed outside and/or in confined areas. Work is performed using electrical devices and computer equipment. Work may be performed alone, with others, around others, and with verbal and face-to-face contact. Work may include extended days, long hours, and weekend work.

Educational/Certificate/Licensing Requirements: Bachelor's degree and at least 2 years experience in similar role.

Specialized Computer/Language/Software/Other Requirements: Experience with Google Suite, Microsoft Office, Word, Excel, Smartsheets and donor management and fundraising platform experience preferred but not required

Benefits:

This position includes 99% employer contribution medical insurance (must work 32+ hours/wk average), as well as optional 401k package, vision and dental insurance. Envirolution observes 10 paid holidays annually

and two weeks of paid time off accrued based on years of service. Additional professional development opportunities are offered to employees such as leadership training or other skills development for their position.

To Apply:

Please send a resume, a 1-page cover letter, and 3 professional references to office@envirolution.org - with the subject line, 'Development Coordinator.'

For more information visit www.envirolution.org