



Development Coordinator

The Great Outdoors Foundation is a nonprofit organization that advances conservation through collaboration, innovation, and stewardship.

Summary of Position:

The Great Outdoors Foundation seeks a detail-oriented self-starter to join our Development team as our part-time Development Coordinator. The Development Coordinator will work directly with the Development Specialist and report to the Vice President of Strategic Partnerships to elevate donor stewardship by maintaining, segmenting, and enhancing our donor database, as well as assisting in processing revenue, maintaining exceptional donor stewardship, and providing overarching administrative support to the Development team.

Major Duties and Responsibilities:

- Maintain and enhance our donor database within our CRM (Bloomerang) in alignment with nonprofit best practices, including entering and acknowledging gifts, logging donor interactions, managing pledges, updating donor profiles, creating reports, and segmenting donors.
- Work with the Development Specialist, Director of Operations, and accounting teams to manage Accounts Receivable for the Great Outdoors Foundation and its partner programs, including donation processing, revenue coding, invoicing, reconciling records, and supporting annual audits.
- Provide administrative support including but not limited to data entry, mailings, pledge reminders, event confirmations, and scheduling for the Vice President of Strategic Partnerships.
- Collaborate with internal teams and partner projects to create and maintain reporting dashboards and metrics.
- Assist with data analysis to support fundraising, budgeting, and operational decision-making.
- Oversee day-to-day pledge management.
- Conduct regular research to identify new prospective donors and enhance data management for existing donors.
- Assist with planning and execution of the Wild Prairie Showdown, Great Outdoors Foundation Annual Golf Outing, and other donor stewardship events as needed.
- Other duties as assigned.





Preferred Skills:

- Education: High school diploma required; associate or bachelor's degree in business administration, finance, computer science, or related field preferred.
- Detail-oriented, well-organized, and data-driven.
- Proficiency in Microsoft Word, Excel, and PowerPoint. Experience in CRM databases (especially Bloomerang) and/or coursework/experience in computer science or data analytics are preferred.
- Strong written and verbal communication skills.
- Proactive self-starter who works well both independently and in teams.
- Enjoy working in an ambitious, highly collaborative, and fast-paced environment, with continually evolving tasks.
- Basic accounting skills and/or neat penmanship are a plus.

Availability:

- This role may transition to a full-time position based on organizational needs, budget, and performance after 2025..
- Position will require a background check and skills assessment before hire.
- Part-time hourly: \$24 (20 – 24 hours) weekly, with an option to work remotely up to 8 hours per week after the first month of employment.

Hybrid work environment

Non-exempt

Please submit your resume to Human Resources at hr@greatoutdoorsfoundation.org

