

## **Development Coordinator**

ECOLIFE Conservation

Full-Time, Hybrid-Remote Carlsbad, CA



### *WE ARE...*

...a small but mighty team of passionate conservationists who want to change the world. We approach conservation by transforming the way people grow, access, and cook food. Our Sustainable Agriculture Program designs and builds community-based aquaponic systems to support sustainable food systems and increase food security. ECOLIFE's international efforts focus on building life-saving stoves in rural households in Michoacán, Mexico, so families can breathe clean air and consume 60% less wood than traditional open-fire cooking. We are a tight team and rely on each other to consistently deliver high-quality results on time.

### *ARE YOU...*

...detailed, self-motivated, thorough, finite, exacting, by the book and love creative problem solving? Do you have a very candid, factual, no-nonsense communication style? Are you passionate about setting and completing goals? Do you set and adhere to deadlines and have fierce attention to detail? If so, keep reading!

With support and management from the Executive Director, this role implements and manages ECOLIFE's fundraising strategy and income pipeline from start to finish. In addition to helping establish a fundraising vision and strategy, this role includes cultivating, soliciting, and stewarding new and existing donors; identifying new revenue streams; assisting in coordinating and executing special events; and supporting ECOLIFE's quarterly-giving campaigns to ensure sustainable growth. The ability to maintain confidentiality and to operate in the role with the highest of ethical standards and professionalism is required.

### **Responsibilities**

- Using existing (and new) tools, help create specific strategies and plans for new donor acquisition, cultivation, solicitation, and stewardship
- Schedule and facilitate personal meetings and on-site farm tours with prospective donors
- Provide support and input on donor events and help coordinate logistics to ensure an exceptional donor experience
- Help develop and execute multi-level campaigns for new and existing fundraising initiatives
- Develop, manage and report on Fundraising & Events Calendar
- Interface professionally with donors, external partners, colleagues, visitors, and board members, always providing excellent relationship development and management
- Supervise, support, and inspire the success of the Founder and Executive Director. Assign goals and projects in support of the agreed upon organizational goals and hold the team--including higher-ups--accountable
- Actively engage in and represent ECOLIFE at community and networking events
- Seek and implement diverse revenue strategies that encourage sustainability and growth
- Collaborate with other departments to gather necessary information for grants and sponsorships, and for other reporting purposes
- Work with and support the Board to develop their own give/get strategies; develop relationships with Board Members to leverage their respective networks to open new doors
- Support and ensure the success of annual Gala including, but not limited to, identifying honorary committee members, securing auction items, individual and corporate sponsorships (including recognition and other benefits), assisting with event preparations, and staffing the event

### **Key Performance Indicators**

- Work ambitiously towards building strategic relationships (with support of Executive Director) to grow annual contributions from individual donors through a variety of giving mechanisms including but not limited to direct private foundations, donor advised funds, deferred mechanisms, planned-gift mechanisms, and sponsorships
- Co-create a set of performance indicators with the ED to establish a continual cadence of management within the fundraising pipeline, such as:
  - New donor acquisition
  - Donor retention
  - Corporate support

### **Qualifications**

- 2-3 years professional experience in client service or project management
- Motivated and a very fast learner, especially with software
- Demonstrated excellent written and verbal communication skills
- Contagious passion for our work and mission
- Strong customer/client relations skills, with the ability to interface effectively with racially, ethnically, and economically diverse colleagues and stakeholders
- Understanding of--and commitment to--ethical fundraising strategies
- Outgoing nature and ability to initiate and enjoy direct communication with donors
- Strong organizational skills and ability to set and meet goals and deadlines with little supervision
- Ability to work effectively in a fast-paced environment with changing priorities, while maintaining professionalism and strong rapport with the rest of the team
- Proficient use of:
  - Google Suite
  - Mac Computers
  - Salesforce (if not, we would expect you to become Salesforce fluent quickly)
  - SEO, social media, and Mailchimp a plus
- Bilingual a plus (Spanish)

Salary range: \$55,000-65,000/yr DOE. This is not an upper-level position; there is room for growth. ECOLIFE Conservation offers a competitive benefits package including flexible working hours/location and generous PTO. We require in-office time in Carlsbad minimum once per week. Occasional nights/weekends are required. Off-site meetings are also required within San Diego County. We are proud to be an equal opportunity employer who strives to continually learn and update our strategies towards building a culture that supports all employees.

Position open until filled, don't wait! To apply, send a one-page cover letter, resume and two references in one PDF file to [jobs@ecolifeconservation.org](mailto:jobs@ecolifeconservation.org). Include in the cover letter detailed, direct experience that would support this position. Generic cover letters will not be accepted.