



JOB ANNOUNCEMENT DEVELOPMENT COORDINATOR

About the Organization

A non-profit organization, Achieve Tahoe leads the way in providing adaptive sports and outdoor recreation for people with disabilities and their families. Based at Alpine Meadows/Palisades Tahoe and Northstar California in North Lake Tahoe, CA, Achieve Tahoe serves over 900 individuals with disabilities annually. A team of committed and experienced professionals lead over 300 active and dedicated volunteers.

About the Position

Under the direction of the Development Director, the Development Coordinator is responsible for coordinating Achieve Tahoe special events, external communications, and general administration of the Development Department. Primary duties include:

Event Coordination

Assists with the following:

- Coordinating fundraising events for 10 to 300+ people, including, but not limited to, all event logistics, planning, organization, communication, guest relations, execution, and evaluation.
- Coordinating event budgets, ticket sales, and working closely with event partners and vendors.
- Recruiting, training, supervising, and supporting event volunteers as needed.
- Soliciting, stewarding, and acknowledging event sponsors as well as donors of in-kind products and services such as auction and raffle items.

Communications

- Creating, updating, and managing various communication channels including social media.
- Developing communication strategies and marketing campaigns for external audiences, including donors, partners, and the general public.
- Assisting to design, create, schedule, and distribute regular external print and digital communications for all media like newsletters, e-blasts, direct mailings, media alerts, press releases, flyers, brochures, banners, and signage.
- Designing content that reflects Achieve Tahoe's "voice" and consistent messaging.
- Working with staff to ensure that content on our website, e-newsletters, e-blasts, social media, and other platforms, is accurate and up-to-date.
- Ensure that Achieve Tahoe branding standards are met with all communications.
- Assisting to maintain and update the Achieve Tahoe website.

Administration/Donor Stewardship/Database Management

- Entering fundraising data and maintaining an accurate donor database to support all Achieve Tahoe development campaigns. Ensuring that donor outreach, engagement, and communications are documented in the database.
- Working closely with the Development Director to maintain and grow an accurate, complete, and robust database of individual, corporate, and foundation donors.
- Processing all philanthropic gifts through multiple giving and accounting platforms.

"If I Can Do This, I Can Do Anything!"sm

Tel: 530.581.4161 | Fax: 530.999.2245 | P.O. Box 8339, Truckee, CA 96162 | www.AchieveTahoe.org
Physical Address: 2680 Alpine Meadows Road, Alpine Meadows, CA 96146



- Producing reports on a regular and as-needed basis.
- Assisting in the creation and implementation of Achieve Tahoe's annual development plan.
- Nurturing relationships with donors through email, written correspondence, phone calls and in-person donor engagement events.
- Organizing and managing the gift acknowledgment process to ensure that all donors are properly thanked in a timely manner.
- Upgrading current donors and soliciting new donors through events, database analysis, and input from other staff, Board members, volunteers, and supporters.
- Representing Achieve Tahoe in a positive and professional manner.
- Other duties as assigned by the Development Director.

Requirements for the Development and Events Coordinator include high school graduate or equivalent; three years of professional experience working in fund development, working with databases or CRM, coordinating and conducting fundraising events, coordinating company communications, or equivalent; as well as the ability to maintain a high degree of confidentiality regarding Achieve Tahoe business, including all donor records, transactions, data, research, and communications.

The ideal Development and Events Coordinator will:

- Have a college degree in a related field.
- Have significant experience coordinating nonprofit fundraising events and communications.
- Have excellent customer service and communication skills, both verbal and written.
- Be a self-starter eager to learn and grow with the organization.
- Be able to coordinate multiple projects and deadlines with limited supervision.
- Be able to work a flexible schedule including evenings and weekends as needed.

Compensation: pay range starts at \$29 - \$34 per hour, commensurate with education and experience. Health, dental, vision insurance, paid time off, and other benefits included.

Work Schedule is full-time, year-round. The work week is generally Monday – Friday and may include some weekends. The work location is at Achieve Tahoe offices in the Village at Northstar California. Limited remote work will be available after six months of employment.

To apply, please submit a cover letter, resume, and Achieve Tahoe employment application to: Suzanne Hirabayashi, Administrative and Human Resources Manager; Suzanne@AchieveTahoe.org.

For more information, go to www.AchieveTahoe.org.

The position is available immediately and will remain open until filled.

Achieve Tahoe is an equal opportunity employer that is committed to diversity and inclusion in the workplace. We prohibit discrimination and harassment of any kind based on race, color, sex, religion, sexual orientation, national origin, disability, genetic information, pregnancy, or any other protected characteristic as outlined by federal, state, or local laws.

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