



Position Title: Fundraising Coordinator (Part-Time, 12 month term, Non-Exempt)

Organization Overview:

EcoAdapt, a non-profit organization headquartered on Bainbridge Island, WA founded by a team of some of the earliest climate change adaptation thinkers and practitioners in the field, has one goal - creating a robust future in the face of climate change. We bring together diverse players to reshape planning and management in response to rapid climate change. Our team is distributed throughout the United States and provides support, training, and assistance to help all aspects of society (government agencies, organizations, and individuals) determine how to do what they do effectively even with the challenges of climate change. Please explore what we do at EcoAdapt.org.

Position Overview:

EcoAdapt seeks an individual with fundraising experience for a part-time, non-exempt position of Fundraising Coordinator located on Bainbridge Island, Washington. The Fundraising Coordinator will be responsible for a wide variety of duties including: securing donations, sponsorships and grant revenue; executing fundraising activities; and developing relationships for EcoAdapt and its programs (e.g., [National Adaptation Forum](#)). Applicants should be comfortable working in a fast-paced, team oriented environment and demonstrate flexibility, extreme attention to detail, and a commitment to supporting EcoAdapt's mission and goals. Continuation of this position beyond mid-2019 is contingent on funding.

Location:

Bainbridge Island, Washington

Responsibilities:

- Develop and execute a fundraising plan to achieve goals of full funding while working in partnership with the operations and programmatic teams to ensure its stability and longevity.
- Develop a fundraising portfolio, identifies new funding partners and opportunities and take initiative to solicit for fundraising.
- Cultivate and nurture successful and productive relationships with current and potential funders. Regularly and consistently communicate with funders to promote EcoAdapt's successes and solicit funding.
- Network effectively to ensure EcoAdapt and its programs (e.g., National Adaptation Forum) are maximizing opportunities for funding at all times.
- Manage sponsor correspondence and assist with vendor, exhibitor, and participant correspondence as needed for the National Adaptation Forum.
- Track and analyze fundraising performance to inform the fundraising plan and strategy.
- Develop communication and outreach materials and presentations relevant to program fundraising needs. Work with the EcoAdapt team to develop relevant content for inclusion in fundraising materials.
- Communicate effectively and maintain productive relationships with diverse collaborators, partners, and stakeholders.
- Write compelling grant proposals and concept notes appropriate for funders of various sectors.
- Maintain organized and appropriate records of all fundraising contacts and activity.
- Maintain an up-to-date awareness of EcoAdapt and its programs so fundraising activities are appropriate and current.
- Assist with conference and other event management, including on-location logistics.

Successful candidates should meet the following criteria:

- Ability to work independently from home (e.g., internet access, phone)
- Thrive as a team player and works well with others
- Strong interpersonal skills resulting in exceptional rapport with people
- Able to deal courteously, professionally, and tactfully with the general public in a variety of circumstances
- Well-developed skills in prioritizing, organization and time management
- Ability to accommodate national travel
- Extreme attention to detail
- English speaking and writing fluency

Qualifications:

- Bachelor's Degree in Business, Communications or related field preferred with two years related work experience, or equivalent combination of education and experience.

- Experience fundraising for nonprofit organizations.
- Demonstrable experience fundraising for conferences/events. Experience fundraising for professional or scientific conferences, climate change/environmental research, and/or conservation issues preferred.
- Experience managing a portfolio of funders, sponsors and exhibitors. Fundraising and communication experience, including social media and strong oral and written skills.
- Solid writing and effective communication skills
- Experience organizing meetings and conferences, helpful.
- Proven relationship building skills, with the ability to engender trust and loyalty from funders and partners.
- Strong and proven negotiating skills.
- Proven ability to work independently in a self-driven way, as well as with a dynamic team.
- Comfortable with online meeting, webinar and teleconference interactions; and cloud-based collaboration and file sharing services

Compensation:

Compensation is competitive and negotiable. EcoAdapt offers a generous benefits packet, paid time off and sick leave.

EcoAdapt's policy is to provide compensation that is fair, reasonable and consistent with the compensation paid in the nonprofit sector for positions of comparable complexity and responsibility without regard to race, color, religion, gender, sexual orientation, national origin, citizenship, age, disability, veteran status or any other basis protected by law.

To Apply:

Interested candidates should send a complete application assembled in one email to careers@ecoadapt.org. A complete application includes: cover letter, curriculum vitae, [voluntary EEO self-identification form](#), and [employment application form](#) (save to your desktop, open with Adobe Acrobat Reader, fill out form and save changes before including in email). Completed applications are **due by the end of the day April 20, 2018**. Please indicate "Fundraising Coordinator- EcoAdapt" in the subject line of all email correspondence. **No phone calls or faxes please.**

Your cover letter should include the following:

- 1) Highlights of your qualifications that meet the position's specific needs
- 2) A brief explanation of why this is the ideal job for you
- 3) Your salary requirement and justification

EcoAdapt is committed to creating a dynamic, multicultural, diverse working environment. EcoAdapt is an equal opportunity employer.