



Development and Administrative Coordinator

JOB DESCRIPTION

Reports to:	Executive Director	Classification:	Non-Exempt
Salary Range:	\$57,000-\$67,000	Work Location:	Hybrid/Carbondale, CO

Job Summary

The Development and Administrative Coordinator provides vital support to the executive director and plays a key role in ensuring efficient and effective operations across the organization. This position is ideal for someone who is organized, proactive, and enthusiastic about working in a collaborative, mission-driven environment. The Coordinator will support fundraising, administrative systems, and communication functions while collaborating with people from diverse backgrounds and perspectives.

Development & Finance Responsibilities

- Manage an active grants calendar and ensure timely submissions and reporting.
- Draft, proofread, and compile grant-related materials and documentation.
- Research prospective funders and prepare background summaries.
- Write and submit grants and fundraising proposals as directed by the executive director.
- Track and ensure compliance with grant-related expense reporting and reimbursements.
- Lead documentation system adherence and flow with the Finance team.
- Responsible for donor correspondence, appeals, and related tasks.
- Support Colorado Gives Day and other fundraising campaigns.
- Assist with the planning and coordination of development-related events.

Administrative Management

- Manage the executive director's calendar, meetings, and travel logistics.
- Coordinate internal and external meetings, including logistics, food, agendas, and minutes.
- Responsible for organizational systems (file storage, contact databases, and documentation).
- Provide cross-functional support for organizational operations, including finance, HR, and IT.
- Support the executive director in preparation and follow-up for board meetings.
- Lead projects aimed at improving team workflow and time management.
- The ability to craft clear, concise, professional, and grammatically correct letters, emails, and reports for the executive director.

Communication and Outreach Support

- Lead and support WMRHA's visibility and outreach through social media, our website, e-newsletters, and other marketing and outreach materials.
- Collaborate on event coordination related to advocacy and outreach.
- Record, distribute and archive minutes and summaries for key organizational meetings.
- Coordinate marketing and outreach event logistics, including partner communication.
- Manage requests and collection of content for website and digital communications.
- Serve as the first point of contact for organization as needed.

While we recognize that a college degree could be a valuable asset for this position, it is not required. We welcome any combination of education, training, relevant experience, demonstrated skills, and alignment with our mission that would provide the knowledge and abilities needed to succeed in this role.

Knowledge, Skills & Abilities

- Excellent communication and people skills.
- Ability to prioritize, manage time, and balance multiple tasks and priorities simultaneously.
- Experience with workflow tools such as Asana, Slack, Google Workspace, MS Office, and Box.
- Familiarity with Customer Relationship Management platforms.
- Strong attention to detail and ability to follow established protocols.

Required Qualifications

- 1-2 years experience in nonprofit development and fundraising.
- 3 years of experience in administrative support and/or office management.
- Experience with MS Office, managing databases, filing systems, and internal operations.
- Demonstrated ability to conduct research and prepare accurate reports.
- Alignment with WMRHA's values and commitment to collaborative learning.

Preferred Qualifications

- 3 or more years in executive or nonprofit development roles.
- Experience writing grant proposals and managing fundraising events.
- Familiarity with social media campaign management and basic graphic design.
- Experience training individuals or teams on workflow processes and systems.
- Proficiency in using AI tools for productivity and communication.
- Bilingual English/Spanish preferred.

Time allocation of responsibilities

Responsibility Area	% Allocation of Time
Financial and Grants Management	40%
Administrative Management	35%
Communication and Outreach Support	25%

Internal and External Reporting and Functional Connections

This role reports to the Executive Director in Carbondale, CO with strong functional connections with the Assistant Director and Managers.

Work Location and Mode

This position is based at the WMRHA office at the Third Street Center in Carbondale, CO, with a hybrid schedule. Team members are expected to work in-office at least three days per week.

Additional Notes

This job description is not intended to be an exhaustive list of all responsibilities, duties, or qualifications. Responsibilities may evolve in response to organizational needs. All WMRHA team members are expected to assist with planning and execution of organizational events, as requested by the executive director.

WMRHA is an equal opportunity employer

We are committed to fostering a culture of justice, equity, diversity, and inclusion that reflects the communities we serve.

For more information, go to the [CAREERS PAGE](#) of the WMRHA website.

Applications are being accepted through [Indeed.com](#).