



PO Box 776269, Steamboat Springs, CO 80477

970-846-5172

www.yrbp.org

Development Coordinator - Yampa River Botanic Park

Join Our Team at the Yampa River Botanic Park!

*Position: Development Coordinator (Part-Time Independent Contractor) *

Compensation: DOE

About Us

Nestled along the Yampa River, the Botanic Park is a botanical garden open daily to the public, free of charge. Operated in partnership with the City of Steamboat Springs, we are a vital community resource for education, inspiration, and connection. The YRBP Society supports this mission by driving fundraising, advocacy, and engagement efforts.

Your Role

As the Development Coordinator, you'll collaborate with our Executive Director to elevate the Park's financial health, expand our community connections, and bring exciting initiatives to life. From managing memberships to orchestrating fundraising events, your work will directly support the beauty and vibrancy of the YRBP.

Key Responsibilities

Membership Management

- Be the cornerstone of our membership program, supporting over 900 valued members.
- Process donations, maintain donor records, and craft personalized thank-you letters to nurture relationships.

Fundraising & Development

- Partner with the Executive Director to set and achieve annual fundraising goals.
- Assist in developing relationships with major donors and identifying grant opportunities.
- Maintain and grow a robust donor prospect list, ensuring continued support for the Park's programs.

Event Coordination

- Play a pivotal role in our signature fundraising gala, *Passport Through the Botanic Park*.
- Lead the Online Auction Subcommittee and manage day-of event coordination for a seamless and memorable experience.

To cultivate a place of serenity that opens its gates to all, enriches community by bringing people together, and offers the opportunity to connect with and learn about the wonders of nature.



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What We're Looking For

- **Experience & Education:** A high school diploma or GED (college coursework preferred), with 2-4 years of relevant experience.
- **Tech Savvy:** Proficiency in Microsoft Office, Google Applications, and donor management systems (Donor Snap experience a plus!).
- **Communicator Extraordinaire:** Strong written and verbal communication skills with an ability to build lasting relationships.
- **Go-Getter:** Self-motivated, adaptable, and able to juggle multiple priorities with ease.

Why Join Us?

- **Impactful Work:** Your contributions will directly support a beloved community gem, ensuring its sustainability and growth.
- **Collaborative Environment:** Work alongside passionate individuals who care deeply about the YRBP and its mission.
- **Flexibility:** A role that offers a dynamic mix of responsibilities and flexible work hours, including occasional evenings and weekends.

Apply Today!

Ready to make a lasting impact on the Yampa River Botanic Park? Send your cover letter and resume, including two references, to yampariverbotanicpark@gmail.com by January 31, 2025.

Let's grow together!

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