

DEVELOPMENT COORDINATOR

The Western Organization of Resource Councils is seeking a part-time, hourly, non-exempt Development Coordinator who will be responsible for coordinating and writing private foundation proposals and reports, researching new funding opportunities and supporting the foundation fundraising needs of WORC's network. We estimate this to be an average of 15 hours per week of work. The Development Coordinator is a critical part of our team working to ensure that WORC and our member groups have the resources we need to build our collective power to win. If you have a passion for making change and building power with folks of all walks of life in the rural West, this is the job for you!

WHO WE ARE

WORC is a regional network of nine grassroots community organizations in seven Western states. Our mission is to advance a vision of a democratic, sustainable, and just society through community action. For over four decades, WORC and our local and state-based member groups have been fighting for social change by organizing rural westerners to address long-term issues affecting their families, communities, and quality of life. WORC is nationally respected for our experience winning campaigns on natural resources, food, and farm issues through community organizing, training, leadership development, and voter engagement.

WHAT YOU'LL DO

The Development Coordinator would be responsible for the following:

- Work closely with WORC's staff to ensure quality and timely proposals, reports and other funder communications, track deadlines, and ensure accurate recordkeeping
- Compile individual reports from WORC's member groups and WORC into joint reports in a timely manner for review and approval by WORC's Executive Director
- Coordinate with WORC's Regional Campaign Coordinators to develop, edit and proofread foundation proposals and reports
- Develop and maintain familiarity with WORC's programs and issue campaigns, and the work of our member groups
- Research potential funders and funding leads
- Stay abreast of relationship/funding status between WORC staff and foundations. Help coordinate funder meetings and calls, as needed
- Other work as assigned

WHO YOU ARE

Excited to Build Strong Communities:

- You have experience developing and maintaining strong, collaborative relationships with a diverse group of individuals.
- You are committed to centering and amplifying the voices of our members most impacted by the issues we center, including but not limited to those who live near fossil fuel extraction, Indigenous communities, family farmers and ranchers, and farmworkers.

Excellent Communications Skills:

- You have successfully written grant proposals or coordinated other grassroots fundraising efforts.
- You can communicate clearly and effectively through written proposals and include a variety of stakeholders in the process.

Attention to Detail:

- You relish the thought of spending a few hours crafting a grant report or proposal that tells the story of our work and our strategy to create long-lasting change for rural communities.
- You can manage the creation of written proposals and adhere to firm deadlines, including collecting input from others across our network who may have competing obligations.

Building Power for All:

- You care deeply about the West and the issues that affect its people, and are committed to amplifying community voices to advocate for a more sustainable and just West.
- You are committed to actively contributing to a more equitable and inclusive organization.
- You recognize how your own identities show up in the work and welcome, reflect on, and act on feedback with an eye towards continuous learning about race, ability, and other lines of difference.

Experience in development and fundraising for community organizations is strongly preferred, but not required. If you meet many but not all of the requirements above but have an interest in learning, we encourage you to apply.

WHAT ELSE YOU SHOULD KNOW

WORC is an Equal Opportunity Employer committed to staff diversity and cultivating and preserving a work environment that is built on the premise of equity. We welcome qualified people of all backgrounds and abilities to apply. For more information about WORC, and to view our Equity Statement, visit our website at www.worc.org.

- This is a part-time, hourly, non-exempt position estimated to be 15 hours per week on average with an hourly wage range of \$25-30 an hour. This position reports to the WORC Program Director.
- Preferably based in Billings, MT. A remote location within WORC's region (in or near Grand Junction or Montrose, CO; Boise, ID; Bismarck, ND; LaGrande, OR; Brookings, Sioux Falls or Rapid City, SD; or Sheridan, WY) will be considered for the right candidate.
- You must be comfortable being managed and building relationships with our team remotely.

TO APPLY

Send a cover letter, resume, and relevant writing sample to Briana Kerstein Bergeron at billings@worc.org with "Development Coordinator Application" in the subject line. Please tell us where you heard about the opening, and your preferred working location.

We will review applications on a rolling basis, but priority will be given to applications received before June 15th. The positions will remain open until filled.