

Ice Age Trail Alliance
Staff Position Description
Philanthropic Coordinator

POSITION PURPOSE:

The Philanthropic Coordinator is a full-time, permanent position responsible for supporting the philanthropic efforts of the Ice Age Trail Alliance. They will contribute to the Alliance's fundraising goals through writing grants, designing and hosting fundraising events, and collaborating with corporate partners.

REPORTING RELATIONSHIP:

Reports to the Director of Philanthropy

CORE DUTIES:

- Support the design and implementation of effective philanthropic strategies for the Alliance to meet short- and long-term organizational goals and increase support from individuals, corporations, foundations, and other sources
- Implement and expand the Alliance's Corporate Friends and Business Membership programs
- Lead and assist with grant funding proposals, tracking, and reporting
- Enter data utilizing grant and donor tracking software
- Work with staff and volunteers to design and implement fundraising events
- Collaborate with corporate partners to expand the Alliance's audience of supporters
- Conduct research into funding opportunities to support the organizational mission

EDUCATION, EXPERIENCE, AND SKILL REQUIREMENTS:

- Bachelor's Degree or related professional experience required
- Experience writing, tracking, and reporting on successful grant applications
- Experience designing and implementing public events
- Successful candidate will be self-directed, highly motivated, flexible, and detail-oriented
- Strong social and interpersonal skills including the ability to resolve and mediate conflict and maintain good working relationships with coworkers, volunteers, and members of the community
- Ability to effectively relate to a diverse range of people, including both oral and written communication skills
- Current, valid driver's license
- Experience in conservation, environmental and recreation programs is desirable
- Must have general knowledge of the Ice Age National Scenic Trail and be committed to the mission and vision of the Ice Age Trail Alliance (IATA)

OTHER ESSENTIAL ATTRIBUTES:

- Experience with, and interest in, a conservation and recreation-related organization
- Ability to meet deadlines and set priorities

- Undertake occasional overnight travel to official IATA functions, conferences, and site visits and attend occasional evening or weekend events;
- Past or present affiliation with non-profit, conservation, and recreation organization(s) is desirable
- Must be personable, with excellent public speaking capabilities
- The position requires travel, so the incumbent must have their own vehicle
- Have the ability to work in all weather conditions