Rocky Mountain Biological Laboratory
Development Coordinator

The Rocky Mountain Biological Laboratory, founded in 1928 as an independent nonprofit organization, is a biological field station located near Crested Butte, Colorado. Our primary mission is to advance the scientific understanding of nature that promotes informed stewardship of the Earth. RMBL provides scientists and students access to diverse habitats, research and education infrastructure, a collaborative and internationally recognized scientific community, and a broad base of knowledge about the ecology of mountain environments. A deeply understood place and supportive research community make it ideal for training the next generation of field scientists. You can learn more at www.rmbl.org.

We seek a Development Coordinator to support the development and operations functions at RMBL. The role is an integral member of the Development Team, supporting annual fundraising and communication efforts. Additionally, the Development Coordinator will provide client-facing and back-office support to the Operations Team and RMBL scientific community during the summer research season. This position will report to the Director of Institutional Advancement but also work closely with the Director of Operations. Ideal candidates will be mission-driven, thrive in small organizations and prefer to work in teams rather than siloes. We seek someone who is detail-oriented and enjoys working in a dynamic and fast-changing environment.

RESPONSIBILITIES
Development:
• Assist with gift processing, donor acknowledgement letters and other important donor communications throughout the year.
• Support donor engagement activities including planning, logistics, and coordination of happy hours, science tours and other donor-related events.
• Support quarterly Board meetings through planning, coordination, logistics, and minute taking activities.

Operations:
• Issue monthly invoices, follow up with researchers on outstanding bills, and respond to questions related to RMBL’s services for the scientific research programs.
• Fill in for other operational and support positions during the busy summer season or other times of staffing needs.
SKILLS
- Friendly, outgoing and service-oriented personality
- Well-developed analytical, organizational, and problem-solving skills
- Effective verbal and written communication skills
- Ability to manage multiple projects and competing priorities
- Ability to learn and effectively use new software programs

QUALIFICATIONS, CREDENTIALS AND EXPERIENCE
- Bachelor’s Degree
- 1-2 years of related experience in event planning, development and/or clerical support
- Experience with Microsoft Word, Excel, and Outlook; Knowledge of Salesforce, QuickBooks, and Constant Contact a plus

COMPENSATION & SCHEDULE
- Year-round full-time position, based in Crested Butte, Colorado with summer offices in Gothic (7 miles outside of Crested Butte)
- Some nights and weekends required
- Total annual compensation is $50,000 ($44,000 in salary and $500/month employee cash stipend)
- Non-exempt, overtime eligible.
- Benefits:
  - Paid time off policy and flexible schedule
  - Lunch meals for the employee during the summer in the RMBL dining hall in Gothic

DIVERSITY AT RMBL
RMBL is dedicated to the principles of equal employment opportunity in any term, condition or privilege of employment. We do not discriminate against applicants or employees on the basis of age, race, sex, color, religion, national origin, disability, sexual orientation, political affiliation, or any other status which may be protected by law.