Development Administrator

The Opportunity

For 29 years, CLIMB Wyoming has successfully transitioned single mothers and their families out of poverty to financial self-sufficiency through career training and placement. CLIMB has been nationally recognized as one of the top organizations in the country moving families out of poverty.

As we work to diversify funding to further the mission of CLIMB, our need for a strong and dynamic development team continues to grow. We are engaging current and new funders in new ways all the time and this position is critical to ensure processes are efficient and effective. CLIMB is offering an exciting opportunity for a highly organized, accurate and detail-oriented individual to join us as the Statewide Development Administrator to support our fundraising efforts.

You Are

- An administrative professional who is passionate about development and relationships and is able to successfully manage multiple projects in a fast-paced, fluid environment with competing priorities and deadlines
- Effective at working collaboratively and efficiently with teams
- Eager to provide support to the organization's Development Officers
- Able to provide leadership on event coordination with little supervision
- Possess strong interpersonal, oral and written communication skills
- Someone who can execute with the highest level of accuracy
- Highly skilled in administrative tasks such as mail merges, managing large mailings, and maintaining tracking systems.
- Excited to support development objectives by anticipating and meeting departmental needs

Key Responsibilities

- Process incoming donations and donor acknowledgements
- Write letters and customize letter templates
- Act as a supportive member of the development team
- Provide background information and research to assist in preparation of meetings with donors
- Manage logistics for events – for example, ensure proper venue set-up, prepare invitations, gather RSVP's, coordinate food orders
- Assist development officer's with tracking of workflow tasks through development software
- Assist with set-up of meetings for development officers
- Make sponsorship requests
- Work in partnership with Database Administrator to execute mailings

We Are

- Dedicated to providing the highest level of service to our donors
- An organization that requires consistent open, direct communication from all staff
- Committed to the respectful and timely resolution of conflict

Required Experience/Skills

- Highly proficient in Microsoft Excel, Word, Outlook
- Experience with Raiser's Edge (Development Database) or other relational database a plus
- Bachelor's Degree and 3+ years of development or office administration experience

The Details

- This position will be based in our Laramie office
- This position will report to the Statewide Development Director
- This position is a full-time 40-hour per week position with a salary of $40,000 - $45,000.
- Applications are due by Monday, September 14th.
- To apply for this position, please email your cover letter and resume to Jacqi at jacqi@climbwyoming.org.
- For additional information, contact Jacqi at 307-316-1444.