Development Coordinator

Project Healing Waters Fly Fishing, Inc.

Job Details

Location: Hybrid – must reside in the Colorado Springs, CO area

Job Type: Full-time

Pay: $55,000 – $65,000 per year, based on education and experience

FLSA Status: Non-exempt

Department: Development

Reports To: Chief Development Officer

Travel: Frequent local, regional, and national travel, including some evenings and weekends

About Project Healing Waters

Project Healing Waters Fly Fishing (PHW) is a national 501(c)(3) nonprofit dedicated to healing America's Veterans through the therapeutic art of fly fishing. Through a network of approximately 150 volunteer-led programs across the country, PHW fosters restoration, resilience, community, and lasting connections in each Veteran's journey toward healing.

Our work is guided by four core values: Compassion, Accountability, Excellence, and Community.

The Opportunity

Are you organized, detail-driven, and looking for fundraising work that makes a real difference in the lives of Veterans? PHW is seeking a Development Coordinator to strengthen the donor operations, stewardship, and event support that fuel our national programs.

Working directly with our Chief Development Officer, you'll keep our donor records accurate, make sure every gift is acknowledged promptly, coordinate fundraising events, and serve as a go-to resource for local PHW programs raising funds in their communities. This is an ideal role for a nonprofit professional who takes pride in getting the details right and wants to grow in development.

Donor Management

- Maintain accurate, complete donor records in Salesforce, including gift processing and record upkeep
- Produce timely donor, gift, and analytical reports
- Prepare gift acknowledgment letters and other donor correspondence
- Support donor stewardship activities and prospect research

Fundraising and Event Support

- Help prepare fundraising materials, including brochures, newsletters, and digital content
- Coordinate event logistics, including RSVPs and volunteer coordination
- Build and manage online giving pages
- Contribute to post-event evaluation and reporting
- Support outreach to engage new supporters, volunteers, and community members, and represent PHW at community events

Program Fundraising Support

- Receive and process Fundraising Support Requests from local PHW programs
- Develop, maintain, and report on online giving pages that support local programs
- Serve as the primary point of contact for donation-related initiatives with PHW programs and represent PHW at program events

Administrative Support

- Provide general administrative support to the Development team, including scheduling, agendas, and meeting minutes
- Respond professionally and promptly to inquiries from donors and the public
- Support preparation and submission of state charitable solicitation registrations and reports
- Work proficiently in Salesforce, Mailchimp, GoFundMe Pro, Canva, and related platforms

What You'll Bring

- Bachelor's degree or equivalent experience in nonprofit development, fundraising, or donor relations
- Demonstrated experience with donor database management, gift processing, event coordination, or donor stewardship
- Excellent written and verbal communication skills, with the ability to present PHW's mission confidently
- Ability to manage multiple projects, prioritize effectively, and meet deadlines
- Strong attention to detail and a proactive approach to problem-solving
- Ability to analyze data and prepare clear reports
- Working knowledge of Microsoft Office Suite
- Self-motivated, collaborative, and positive, with the highest standards of honesty and integrity
- Valid driver's license, satisfactory driving record, and proof of insurance

Preferred Qualifications

- Bachelor's degree in a related field and 5+ years of experience in nonprofit development or fundraising
- Prior military service or experience working with Veterans
- Graphic design experience using Canva, InDesign, and/or Illustrator
- Experience with Veteran-serving, nonprofit, or outdoor recreation organizations

How Success Is Measured

In this role, success looks like:

- Accurate, up-to-date donor records and reliable reporting
- Gift acknowledgments and donor correspondence sent on time, every time
- Well-run fundraising events with strong volunteer support and useful post-event reporting
- Prompt, professional responses to donor and public inquiries
- Timely support for state solicitation registrations

Why Join PHW

At PHW, your work directly supports Veterans finding healing, community, and connection on the water. You'll join a mission-driven team at an exciting time of growth and have the opportunity to take on increasing responsibility based on your performance, with potential advancement into expanded development roles.

Compensation and Benefits

Salary: $55,000 – $65,000 per year, based on education and experience

PHW offers a comprehensive benefits package, including:

- Health insurance
- Dental insurance
- Vision insurance
- Paid time off
- 401(k) retirement plan

How to Apply

To apply, email your resume and a brief cover letter describing your interest in PHW's mission and how your experience aligns with this role to **careers@projecthealingwaters.org**. Please include the position title in the subject line.

Applications are accepted on an ongoing basis until the position is filled.

Equal Opportunity Employer

Project Healing Waters Fly Fishing, Inc. is an Equal Employment Opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, age, disability, protected veteran status, or any other characteristic protected by law. Veterans and military family members are strongly encouraged to apply.