

Title: Development Coordinator

Location: USA Climbing National Headquarters – Salt Lake City, UT

Position Type: Full Time – Exempt

Reports to: Director of Development

About USA Climbing

USA Climbing supports the well-being, development, and competitive excellence of our athletes as we advance the accessibility and growth of the climbing community nationwide.

USA Climbing is the National Governing Body for the sport of competition in the United States and is a member organization of the International Federation of Sport Climbing (IFSC). We are a small but highly committed team dedicated to advancing the sport and supporting athletes in achieving their best. USA Climbing hosts IFSC World Cups annually, sends elite athletes to compete internationally, and conducts programming and events for our Youth, Collegiate, Para Climbing, and Elite series. The organization is funded by members, donors, partners, and the U.S. Olympic & Paralympic Committee.

The USA Climbing Foundation is the philanthropic arm of USA Climbing focused on raising funds for USA Climbing.

How You'll Contribute

The Development Coordinator supports the fundraising, stewardship, and operational goals of USA Climbing. Working closely with the Director of Development the Coordinator ensures smooth administrative operations, accurate donor record-keeping, and strong donor relations as we launch our Campaign to raise funds for the building of the new National Training Center in Salt Lake City, UT. This role is essential to cultivating and stewarding individual donors, foundations, and corporate partners who support this project and advance the mission of the organization.

Position Summary

USA Climbing seeks a creative, detail-oriented, and enthusiastic person who wants to help raise money for a rapidly growing organization with a growing development function. This position reports directly to the Director of Development and supports development office activities that advance organizational fundraising goals for the National Training Center, including data management, gift acknowledgement, stewardship, donor engagement, prospect research, and support of special events. The Development Coordinator will also provide administrative support to the Director of Development and the Foundation. Some relevant experience is helpful, but this position will offer ample professional development opportunity.

Key Responsibilities

National Training Center (NTC) Fundraising & Operations Support (60%)

- Assist the Director of Development with the creation of National Training Center Proposals and general campaign materials to promote the building
- Support major gift and annual fund efforts, including mailings, digital pushes, and material creation
- Provide logistical support for fundraising regional events (~5 a year) and assist with event staffing, including occasional evenings or weekends.
- Manage proposal and grant submission deadlines and opportunity calendar, keeping track of each component of the grant application and all required materials
- Record, track, and maintain donor and prospect activity in our donor CRM system – Blackbaud’s Raiser’s Edge – to support fundraising efforts for the National Training Center
- Conduct prospect research on a routine basis for individuals, foundations and corporations
- Generate reports, mailing lists, and other data needs for the Director of Development

Stewardship & Donor Relations (20%)

- Draft and coordinate donor acknowledgments, thank-you letters, and recognition touchpoints
- Support stewardship reports and communications to donors
- Assist in planning and executing cultivation touchpoints and stewardship opportunities
- Support the Director of Development on the day-to-day administration and growth of the Impact Circles, including the management and engagement of 100 Women for Climbing. This includes onboarding activities for new members, updating solicitation resources, and fulfilling benefits
- Work with the Director of Development to maintain accurate tracking of current and lapsed Impact Circle members and create renewal letters for current members

Foundation Trustee Relations (10%)

- Assist the Director of Development in managing the benefits, annual meetings (~2x annually, 1 in person and 1 virtual) and engagement schedule for the Foundation Board of Trustees
- Draft and compile a monthly newsletter for Trustees
- Manage and fulfill Trustee event ticket requests
- Manage the Onboard platform for Foundation Trustees to include any relevant documents, committee materials and messaging updates

Administrative Support (10%)

- Manage calendars, schedule internal/external meetings, and coordinate follow-up
- Draft, proofread, and edit correspondence, reports, proposals and briefing materials

- Support Development Team operations, including keeping donor materials/gifts in stock
- Future responsibilities may include supporting the creation of hospitality packages for the LA28 games and helping plan and coordinate an annual retreat for Impact Circle members

Education and Qualifications

- Bachelor's degree or equivalent and 2+ years of successful nonprofit experience.
- Detail-oriented, highly organized, and able to multitask and work independently to meet deadlines.
- Excellent interpersonal skills, strong writing skills, and the ability to work well under pressure.
- A high level of computer literacy

Preferred:

- Knowledge of best practices in the areas of fundraising, prospect research, event management, annual funds, stewardship, and cultivation
- Demonstrated experience in planning and executing donor events
- Experience working with Blackbaud's Raiser's Edge

Work Environment

This position is hybrid and based in Salt Lake City, Utah. Travel is expected 10-15% of the time.

Compensation

- Salary range is \$55,000 - \$65,000 and is commensurate with experience.
- Flexible Vacation / Paid Time Off
- Inclusion in USAC benefits package (Health/Vision/Dental, IRA, including company match)
- "Pro Deals" with participating companies
- Position involves travel and some evening and weekend work during events

Application Process

Interested candidates should submit a resume and cover letter to Stephanie Dooper at foundation@usaclimbing.org. Applications will be reviewed on a rolling basis. USA Climbing supports diversity, equity, and inclusion in all its forms and strives to incorporate DEI into all it does. We encourage those from underrepresented communities to apply.