

## Part-Time Development Coordinator

**Reports to:** Director of Development and External Relations

**Status:** Part-Time (25 hours/week), Non-Exempt

**Compensation:** \$19–\$22 per hour, commensurate with experience.

**Benefits:** Paid time off (PTO), paid sick leave, a generous paid holiday schedule, and eligibility for the organization's SEP retirement plan in accordance with plan terms.

**Location:** This position is eligible for a flexible hybrid work schedule. While staff based in the St. Louis area typically work in the office 2–3 days per week, we recognize that flexibility looks different for different candidates. We welcome applicants from throughout Missouri and Southern Illinois and are open to discussing hybrid work arrangements, provided the successful candidate can regularly participate in key meetings, retreats, organizational events, and other in-person activities as needed.

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### About Great Rivers Environmental Law Center

Great Rivers Environmental Law Center is a nonprofit, public interest law center working to protect the environment and public health across Missouri and Southern Illinois. For over 20 years, our efforts have supported clean air and water, climate action, and environmental justice for all communities. We work alongside residents, advocates, and partner organizations to ensure that environmental laws are enforced and strengthened, particularly in underserved and overburdened communities.

### Position Summary

The Development Coordinator plays a key role in helping sustain and grow financial support for our work through donor stewardship, event support, and database management. This role is a new position at the organization and is subject to change based on the candidate's experience and expertise.

### Responsibilities May Include

#### *Donor Relations and Stewardship*

- Assist with donor mailings, filing, and general development administration.
- Work with Director of Development and External Relations and Executive Director to draft and send donor acknowledgments, stewardship letters, and other correspondence.
- Support the creation of donor recognition lists, impact reports, and benefit fulfillment.
- Assist with donor cultivation and stewardship events, including RSVPs, logistics, and on-site support.

#### *Gift Processing and Database Management*

- Support Director of Development and External Relations with processing all contributions accurately and promptly, ensuring proper coding and documentation.
- Maintain donor records in the CRM system with a high level of accuracy and confidentiality.



- Generate reports, mailing lists, and data pulls to support campaigns and departmental planning.
- Work with the Director of Development and External Relations and Office Manager/Bookkeeper on monthly reconciliation and audit preparation.

#### *Fundraising Campaign Support*

- Support direct mail and email solicitations, including list preparation, proofing, and coordination with mail vendors.
- Conduct prospect research to support donor cultivation and pipeline development.

#### **Qualifications**

- One or more years of experience in fundraising, sales and marketing, nonprofit operations, communications, or a related field.
- Excellent attention to detail, accuracy, and confidentiality.
- Experience using a CRM or donor database (Bloomerang or similar preferred).
- Comfort with data entry, reporting, and basic data analysis.
- Strong organizational skills with the ability to manage multiple priorities in a fast-paced environment.
- A collaborative spirit and commitment to creating welcoming, inclusive experiences for donors, volunteers, partners, and community members.

#### **How to Apply**

Please submit the following materials:

- Cover letter describing your interest in the position and relevant experience
- Resume

Application materials should be submitted as a single PDF, if possible, to [info@greatriverslaw.org](mailto:info@greatriverslaw.org) with the subject line: **Development Coordinator Application – [Your Name]**

Applications will be reviewed on a rolling basis until the position is filled. Priority consideration will be given to applications received by **July 17, 2026**

**Anticipated Start Date:** August 2026

*Great Rivers Environmental Law Center is an equal opportunity employer. We value a diverse workforce and encourage applications from individuals of all backgrounds and experiences. We are committed to fostering an inclusive workplace and providing equal employment opportunities consistent with applicable law.*