

Colorado Conservation Exchange Coordinator

The Colorado Conservation Exchange is a watershed investment fund that will accelerate investment in watershed health and wildfire risk reduction, initially in the Poudre and Big Thompson watersheds. We are hiring a part-time Coordinator to assist in all aspects of the Exchange, with an emphasis on communications and writing (marketing materials, social media, grant reports, etc.).

Position Duties

- Update and implement a communications plan for the Exchange
- Develop key messages for the Exchange for partners, potential donors, potential investors, and the general public
- Write brochures and promotional materials
- Write content for the Exchange website
- Promote the Exchange through social media
- Meet with businesses to introduce the Exchange and gauge their interest in investing
- Represent the Exchange at events, meetings and conferences, including giving presentations
- Develop grant proposals and write grant reports
- Assist in writing the Operations Manual
- Help develop the Business Plan for the Exchange
- Coordinate Working Group meetings and write meeting reports
- Support the transformation of the Exchange to a non-profit
- Support the Exchange Director in other areas as assigned

Required Experience

- Bachelor's degree in business, marketing, communications, natural resources or related field
- Excellent oral and written communications skills
- Experienced in writing about complex topics for the lay person, especially in the areas of conservation and natural resources
- Experienced with community outreach and social media
- Ability to multi-task, prioritize, and meet deadlines while maintaining excellent attention to detail
- Self-motivated with good organizational skills
- Strong computer skills with proficiency in Microsoft Office Suite (Word, Excel, PowerPoint, Outlook)
- Team player with strong collaborative skills

Preferred Experience

- 2+ years of professional experience or a master's degree in marketing, communications and/or conservation/natural resources
- Experience in building a for-profit or non-profit organization
- Experience in:
 - Utilizing the Adobe Creative Suite (Photoshop, InDesign) to create marketing materials
 - Marketing
 - Grant writing
 - Graphic design
 - Geographic Information Systems

Please submit a cover letter, resume, examples of writing and the names of three references to Heather Schinkel heather.schinkel@colostate.edu, Director, Colorado Conservation Exchange

This position is 10-20 hours per week for a 9-month term.

CSU is an EO/EA/AA employer