



Creating a Pathway for Success for Businesses and Communities

Posted: November 30, 2021

Apply now for immediate hiring

Development Coordinator

Full-Time

Salaried position starting at \$42,000 - \$52,000 a year DOE

- ✓ Health Insurance: 100% paid for employee (Silver, Blue Cross Blue Shield plan)
 - Health
 - Dental
 - Vision
- ✓ Plus, employer paid Health Savings Account (Silver Plan)
- ✓ SIMPLE IRA with 3% match
- ✓ 20 Paid-Time Off days (23 days after 2 Years, 26 days after 5 years)
- ✓ Plus, 11 Holidays
- ✓ Monthly phone stipend
- ✓ Maternity and Parental Leave
- ✓ Professional Development Opportunities
- ✓ Work/Life Balance
- ✓ Collaborative and Positive Teammates
- ✓ Rewarding Work That Matters

Prospera Business Network is the leading non-profit organization focused on helping people start and grow their businesses – in turn strengthening our region’s economy and communities. We offer entrepreneurs and business owners a comprehensive pathway to success through confidential no-cost business counseling, trainings, loans, business development grants and timely economic research.

Position Summary:

The Development Coordinator will serve as Prospera’s customer service representative and information “hub” to engage business leaders and entrepreneurs to our program services including membership, trainings, and business counseling. This position will work closely with the Director of Business Development to plan strategic efforts to attract new members, sponsors and program participants. This position also coordinates with the Operations Manager to ensure record keeping, database information and processes are maintained.

Desired Skills:

This position will advocate and communicate how support of Prospera translates into making a

positive impact in our communities in Southwest Montana. An enthusiastic professional with experience in customer service, membership development, and fundraising will have the following skills:

- Enjoy fielding incoming calls/email and help connect people to Prospera.
- A positive attitude, comfortable building relationships within the business community cultivating new donors for membership and fundraising.
- Computer and tech savvy with strong communications skills to write emails and communicate with donors and clients to demonstrate Prospera's impact.
- A track-record for thinking through work challenges, and then being able to execute solutions to get results.

Desired Qualifications:

- Two years of experience in a private or non-profit business, preferably with business development, customer service or fundraising experience.
- Proficiency working with a membership or donor database (CRM) is a plus. We currently use Little Green Light.
- High competency working with Microsoft Office Suite, Canva, and social media.

Duties and Responsibilities:

Program Support

- Manage front-desk and lobby area for Prospera's new business center managing phone/email and visitors.
- On-board new clients and members, facilitate access to business resources, and assist clients with signing-up and paying for trainings and classes.
- Coordinate and support staff for meeting/event arrangements.
- Coordinate database entries, website updates, and meeting room reservations and other office support as needed.

Events

- Assist with implementation of business trainings and networking events.
- Process and manage online event registration and ensuring proper payment has been received, and registration lists are accurate.
- Attend major Prospera events to provide support services and registration.

Membership

- Develop and implement strategies to increase and retain Prospera members and supporters.
- Coordinate with the finance team to collect member receivables.
- Manage the member/donor database (Little Green Light) and ensure accuracy of records, forms, payment processes.
- Organize and track In-Kind membership records.
- Plan and develop a business sponsorship program for Prospera, and coordinate publicity and donor recognition as needed.

Communications and Stewardship

- Plan and implement regular member networking and stewardship events.
- Publish business success stories and testimonials for grant reporting and social media.
- Work to improve our use of Constant Contact and our CRM to better target communications and prospects.

- Prepare content and posts for monthly social media, emails, renewal letters, thank you notes, success stories press releases and other presentations.

Work Conditions:

Prospera has a collaborative work culture that is positive, energetic, and fun. The work week is generally Monday - Friday 8:30 am to 5:00 pm. This job is an on-site position based in Bozeman, MT.

To Apply

Send a cover letter, resume, and three professional references. Your cover letter will be considered a writing sample in addition to serving as a personal introduction.

Please reply by email to: preichert@prosperamt.org with “*Development Coordinator*” in the subject line.