



## **Community Engagement & Development Coordinator**

**Reports To:** Executive Director

**Location:** Springfield, MO (Hybrid / Flexible Schedule)

**Status:** Full-time, Exempt

**Compensation:** \$45,000–\$55,000 annually (starting range; may be higher or lower depending on relevant qualifications and experience)

### **Join Us in Building the Path Forward — One Connection at a Time**

Ozark Greenways is the leading force behind trail development and connectivity in our region. Through trails, we are building healthier people, stronger neighborhoods, and a more vibrant, resilient community.

The Community Engagement & Development Coordinator plays a key role in advancing this mission by managing donor relationships, communications, and systems that drive engagement and giving. This is a hands-on, highly visible role that blends fundraising, communications, CRM management, and organizational operations.

This role plays a key part in growing revenue by strengthening donor relationships, improving engagement systems, and supporting effective fundraising efforts.

If you're someone who enjoys working with people, telling meaningful stories, and turning ideas into action, we'd love to hear from you.

### **Key Responsibilities**

#### **Fundraising & Donor Engagement (30%)**

- Build and maintain relationships with members, donors, and sponsors through stewardship, recognition, and occasional direct fundraising and sponsorship asks
- Execute and help improve fundraising campaigns, sponsorship outreach, and event follow-up
- Participate in donor and sponsor meetings with the Executive Director and, as experience allows, lead conversations independently
- Help grow recurring giving and identify opportunities to re-engage lapsed donors and upgrade existing supporters
- Help develop and execute donor communications, benefits, and recognition strategies

#### **Communications & Outreach (25%)**

- Manage and maintain the organization's website, e-newsletters, and social media channels with a focus on driving engagement and participation

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- Create compelling visual and written content using tools such as Canva and Adobe Illustrator
- Capture and share stories that highlight trail impact, partnerships, and community engagement
- Align communications with fundraising campaigns and organizational priorities
- Represent Ozark Greenways at public meetings, events, and partner activities (some evenings and weekends required)

#### **CRM & Donor Systems Management (20%)**

- Own and manage the organization's CRM (**Bloomerang**), including data integrity, segmentation, and reporting
- Maintain accurate donor and member records and ensure timely follow-up
- Develop and manage donor segments (active, lapsed, recurring, event participants, etc.)
- Support email campaign execution and automation
- Track and report key metrics such as donor retention, recurring giving, and campaign performance

#### **Organizational Operations (10%)**

- Maintain accurate financial and administrative records in QuickBooks and related systems
- Support budgeting, compliance, and board reporting
- Coordinate meetings, calendars, and internal logistics
- Assist with day-to-day office needs, including phones, mail, and general inquiries
- Contribute to general administrative tasks as needed in a small-team environment

#### **Event & Volunteer Coordination (15%)**

- Support planning and execution of events such as the Fall Party, Iron Horse Gravel Grind, Bike, Walk & Wheel Week, trail workdays, and fundraising events
- Recruit, schedule, and recognize volunteers and event sponsors
- Ensure participant data is captured and entered into the CRM for future engagement
- Coordinate with public-sector partners and community organizations to support trail initiatives

#### **Ideal Candidate**

- 2–5+ years of experience in nonprofit work, communications, fundraising support, event coordination, or a related field
- Strong organizational, written, verbal, and storytelling skills

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- Comfortable engaging with donors, sponsors, and community partners, including making fundraising asks with support and guidance
- Experience with or willingness to learn CRM systems, email marketing platforms, and digital tools
- Ability to manage multiple priorities and follow projects through to completion
- Self-starter who thrives in a collaborative, small-team environment
- Genuine interest in trails, conservation, and community impact
- Comfortable working outdoors and able to hike or bike moderate distances
- Able to occasionally lift and transport materials (up to 30 pounds)

### **Benefits**

- 14 days PTO + 13 paid holidays
- Office closed December 26–31
- \$50/month cell phone stipend
- Flexible, mission-driven work environment

*At this time, Ozark Greenways does not offer employer-sponsored health insurance or retirement benefits.*

### **Why This Role Matters**

Trails are more than infrastructure, they connect people to opportunity, health, nature, and each other. Ozark Greenways plays a leading role in advancing trail development, advocacy, and stewardship in our region.

This position helps strengthen relationships, systems, and communications that support long-term sustainability. It's a role where day-to-day work directly contributes to meaningful, visible impact in the community.

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### **How to Apply**

Please submit a cover letter, résumé, any relevant certifications, and:

- Two professional references
- One personal reference

Send materials to:

**Ben Tegeler, Executive Director**

ben.tegeler@ozarkgreenways.org

**Applications due by end of day Friday, June 5, 2026.**

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Ozark Greenways, Inc. values inclusion, diversity, and equity and does not discriminate based on race, color, religion, gender, age, national origin, ancestry, sexual orientation, or disability.