Position Title: Development Coordinator

Position Description: Part-time position, 5-20 hours a week. Working remotely with meetings at least 1x a week. Pay rate: $8-$12 Hourly DOE

Organization Mission: Empower Playgrounds, Inc. (EPI) is a 501(C)(3) nonprofit organization. Our project enhances educational opportunities for children in deprived villages in West Africa by providing renewable energy through electricity-generating playground equipment, smart LED lanterns, and hands-on science kits.

Position Responsibilities:

- Assist in event planning for our upcoming fundraiser, which includes:
    - Assisting in organization of marketing efforts for the event
    - Creating and maintain event budget and fundraising goals
    - Planning a detailed list of what needs to happen before the event
    - Meeting with various organizations we want to get involved
- Assist in donor relations and donor record management
- Assist in coordinating library book donations for new library project
- Make updates to the website
- Conduct grant research and writing

Position Qualifications:

- Must be able to work independently and decide next steps to be taken within a project without needing prodding or management
- Excellent communication and organization skills
- Proven track record of achieving and exceeding goals
- Excellent interpersonal, problem solving and teamwork skills
- Able to plan and follow-through on multiple projects at once
- Working understanding of nonprofit work
- Proven writing and editing skills (writing sample may be requested)
- Experience in event planning
- Experience with Microsoft Office and Salesforce is a plus
- Connections to Utah Public School System is a plus
- Able to travel to South Salt Lake for a weekly meeting is a plus

How to Apply: Send cover letter –explaining why you would like to work for EPI, how it will enhance your career goals, and what you can offer to our organization- and resume to crys@empowerplaygrounds.org
Closing Date: March 11, 2016
Website: www.empowerplaygrounds.org