



POSITION TITLE: Special Olympics New Mexico Development Coordinator

PRIMARY PURPOSE: Under the direction of the *Chief Development Officer* and in direct collaboration with the *Development Director / LETR Liaison* the Development Coordinator plays a vital role by assisting in all fundraising activities including corporate and individual donor relations, community fundraising, and special events.

MINIMUM REQUIREMENTS:

- Associate degree and/or at least two years of administrative office experience.
- Excellent organizational and time management abilities- must be able to prioritize multiple projects at a time.
- Ability to work independently and in a team environment.
- Strong interpersonal and written communication skills.
- Proficient in Microsoft Office Suite applications.
- Ability to work weekends, evenings, and travel statewide.
- Ability to lift 50 pounds.

ESSENTIAL FUNCTIONS / RESPONSIBILITIES

- Serve as a primary support person for Special Olympics New Mexico Development Director.
- Participate in planning, coordination, and implementation of all development activities.
- Prepare and distribute materials regarding fundraising campaigns, events, and sponsor recognition.
- Input and manage donor data information.
- Maintain online special events and donor fundraising pages.
- Assist and attend all Special Olympics New Mexico local and statewide competitions.
- Actively participate in all staff functions and meetings throughout the year.
- Perform other duties as required to fulfill the Special Olympics New Mexico mission as assigned by the Chief Development Officer and/or Chief Executive Officer.

SALARY RANGE: \$45,000 - \$50,000 commensurate with qualifications and experience. SONM provides options for health insurance, dental insurance and 403B retirement. The organization provides reimbursement for travel expenses.

FLSA STATUS: Exempt position

HOW TO APPLY: Submit cover letter, resume, and three professional references to oscarsolis@sonm.org.

Special Olympics New Mexico is an Equal Opportunity Employer.