

JOB DESCRIPTION

POSITION: Administrative & Development Coordinator (Part Time)

ACCOUNTABLE TO: Executive Director

SUMMARY:

The Administrative & Development Coordinator is a key member of the Grand Junction Economic Partnership (GJEP) team, responsible for coordinating day-to-day office operations and providing administrative, investor relations, fundraising, event and staff support. The position helps ensure that GJEP operates efficiently, communicates professionally, and provides a high level of service to investors, prospective investors, Board of Directors, partners, and the community.

In addition to core office management responsibilities, the Administrative & Development Coordinator will provide meaningful support for GJEP's investor relations and fundraising efforts. This position will not lead GJEP's fundraising strategy or serve as the primary fundraiser, but will play an important role in prospect research, outreach, meeting coordination, follow-up, investor stewardship, sponsorship support, and maintaining accurate information in GJEP's CRM.

The position works closely with the Executive Director and GJEP team to keep investor and fundraising activities organized and moving forward.

Remote work will be minimal. Because this position serves as an important point of contact for the organization, the Administrative & Development Coordinator will generally be expected to work in the GJEP office.

GRAND JUNCTION ECONOMIC PARTNERSHIP (GJEP)

The Grand Junction Economic Partnership (GJEP) is a private, non-profit organization located in Mesa County, Colorado. It was created in 1984 for the purpose of attracting, expanding and retaining primary business in the area. Its mission is to enhance the economic vitality of the region, creating a strong and diverse economy and an improved quality of life. GJEP is an economic development entity for Mesa County - which includes the municipalities of Grand Junction, Fruita and Palisade - an MSA in excess of 162,000 people.

DUTIES AND RESPONSIBILITIES:

Office and Administrative Management

- Process mail, light bookkeeping, invoices, bank deposits, and other routine financial and administrative items.
- Assist the bookkeeper with monthly bookkeeping, financial records, and the annual audit.
- Manage office equipment, hardware/software, and routine IT needs, including coordination of network and technology issues.
- Process monthly credit card reports for the GJEP team.

- Manage weekly staff meeting agendas and assist with internal team coordination and follow-up.
- Manage GJEP online files, records, and investor database/CRM, ensuring information is accurate, current, and organized.
- Keep accurate meeting minutes for all GJEP Executive and full Board meetings
- Develop and maintain positive working relationships with vendors and suppliers and ensure the office is appropriately stocked and maintained.
- Provide administrative support to GJEP staff, the Board of Directors, and appointed committees, including meeting preparation, agendas, minutes, scheduling, and notifications.
- Assist with management of the Executive Director's schedule and calendar.
- Conduct Cost of Living Index (COLI) collection and data input on a quarterly basis.
- Prepare and process GJEP investor communication, monthly investor invoices, payments, acknowledgements, and Enterprise Zone certifications.

Investor Relations and Fundraising Support:

- Provide day-to-day administrative and relationship support for GJEP's investor and fundraising activities.
- Assist the Executive Director and GJEP leadership with outreach to current and prospective investors, including scheduling meetings, preparing materials, coordinating follow-up, and maintaining organized records.
- Schedule and participate in investor and prospective investor meetings with the Executive Director and other GJEP staff as appropriate.
- Research prospective investors, sponsors, and partners and maintain organized prospect lists and engagement information within GJEP's CRM.
- Conduct follow-up with prospective and current investors at the direction of the Executive Director and help move prospects through the investor engagement process.
- Prepare investor correspondence, thank-you communications, sponsorship information, and other fundraising-related materials.
- Support annual investor renewal and stewardship efforts, including communications, acknowledgements, follow-up, and tracking.
- Assist with fundraising campaigns, sponsorship opportunities, and special initiatives by coordinating outreach, tracking commitments, preparing materials, and ensuring timely follow-up.
- Maintain accurate and timely investor contact information, payments, meeting notes, and engagement activity within GJEP's CRM.
- Help ensure current investors receive consistent communication, recognition, and opportunities to engage with GJEP.

Events and Programming:

GJEP hosts two premier annual events, the Western Colorado Economic Summit (WCES) and the Site Selectors Familiarization Tour (FAM Tour). This position will be actively involved in the planning, coordination, execution, and day-of operations for both events.

- Assist with GJEP initiatives, events, and programs and work with the team to support regular programming for investors and community participants.
- Assist with sponsor and investor outreach related to GJEP events and programs.
- Coordinate meeting and event logistics as needed.

Customer Service and Communication:

- Communicate effectively and professionally with prospects, investors, Board members, partners, vendors, coworkers, and community leaders.
- Answer phones and email in a professional and timely manner and respond to general inquiries regarding GJEP, its events, programs, and projects.
- Serve as a welcoming and professional first point of contact for visitors and members of the GJEP community.

CANDIDATE QUALIFICATIONS

- A minimum of a high school diploma or GED is required.
- Previous experience in office management, administration, nonprofit operations, customer service, investor/member relations, or a comparable position is preferred.
- Highly organized, dependable, and able to manage multiple priorities with a high level of independence and responsibility.
- Excellent written, verbal, interpersonal, and follow-up skills.
- Comfortable initiating conversations and maintaining professional relationships with business leaders, investors, community partners, and prospective investors.
- Strong attention to detail and the ability to maintain accurate records and confidential information.
- Proficiency with Microsoft Office programs and common business technology.
- Experience using Hubspot or a comparable CRM is highly preferred.
- Experience supporting fundraising, investor relations, membership development, sponsorships, donor stewardship, or nonprofit development activities is highly preferred.
- Grant writing experience is a plus.
- Must love living in Mesa County and be a passionate advocate for our community. This is non-negotiable.

Personal Characteristics:

- Passionate advocate for Mesa County and the mission of GJEP.
- Professional, personable, tech savvy, and comfortable interacting with a wide range of stakeholders.
- High energy, positive attitude, and a “make things happen” approach.
- Achievement-oriented, proactive, and willing to take ownership of responsibilities.
- Strong personal integrity, sound judgment, and commitment to confidentiality.
- Commitment to quality, accuracy, responsiveness, and a strong work ethic.
- Team-oriented and willing to support GJEP staff wherever needed to advance the organization’s mission.

Position Expectations:

The Administrative & Development Coordinator is expected to represent GJEP professionally and contribute to a positive, responsive, mission-driven workplace. While the position provides substantial support for fundraising and investor relations, the Executive Director and GJEP leadership retain primary responsibility for fundraising strategy, major donor/investor relationships, and securing investments. The Administrative & Development Coordinator is expected to be an active partner in the execution, organization, communication, and follow-through necessary to support those efforts.

APPLICATION:

Please submit a resume and cover letter to Curtis Englehart at curtis@gjep.org. ***Resumes will be accepted until the position is filled.***

- Job Type:
 - Part-time (15-20 hrs./week)
- Pay:
 - \$22.50/hr.
- Benefits:
 - Membership Based Health insurance (Appleton)
 - Paid time off
 - Sick leave