



Position: Development and Communications Coordinator

Location: Mammoth Lakes, CA

What You'll Do

Fundraising & Development

- Support fundraising initiatives for programs and the Copeland Center
- Help plan and execute events using tools like Classy and GiveSmart
- Manage donor data and reporting in Salesforce
- Lead grant research, writing, and reporting
- Build relationships with donors, sponsors, and partners
- Ensure timely, accurate donor acknowledgments and tracking

Communications & Marketing

- Serve as the gatekeeper for all public-facing communications
- Create and manage email campaigns, newsletters, and donor outreach
- Lead social media strategy and execution (~3 posts/week)
- Design marketing materials in Canva (print + digital)
- Write press releases and build media relationships
- Maintain and update the website
- Monitor analytics and ensure brand consistency across all channels
- Ensure accessibility compliance across digital content

Who You Are

- A strong writer and natural storyteller
- Highly detail-oriented and organized
- Comfortable managing multiple projects and deadlines
- Experienced with CRM systems (Salesforce preferred)
- Skilled in communications, marketing, and social media
- Familiar with (or eager to learn) grant writing and reporting
- Passionate about inclusive access and community impact

Bonus points if you've worked in nonprofit, recreation, or adaptive environments.

What Success Looks Like

- Donor acknowledgments sent within 3 business days

- Consistent, high-quality communications across all platforms
- Strong grant performance and reporting compliance
- Well-executed events with excellent participant experience
- Clean, accurate, and actionable Salesforce data

This is more than a job, it's an opportunity to help create moments of independence, confidence, and joy for individuals of all abilities.

If that resonates with you, we'd love to connect.

Resume and cover letter to: dschuetz@accessmammoth.org