

Development Coordinator - Outdoor Business Alliance

Organization: Outdoor Business Alliance of Western North Carolina (OBA)

Location: Western North Carolina (Remote/Hybrid)

Position Type: Contract (~20 hours/week), \$20/hr-\$30/hr, 3 Year Grant Funded

Reports to: Executive Director

About the Outdoor Business Alliance

The Outdoor Business Alliance (OBA) of North Carolina is a membership-based nonprofit supporting Western North Carolina's \$4.9B outdoor recreation industry. With 170+ members, including gear manufacturers, outfitters, guides, retailers, nonprofits, and supporting industries, OBA builds a prosperous outdoor business community by cultivating, connecting, and supporting the region's outdoor economy.

OBA is entering an exciting expansion phase to bring more services, events, and support to communities throughout Western North Carolina. With support from an ARC READY to Grow grant, OBA will establish three new chapters in Western North Carolina, each supported by local Regional Managers. The Development Coordinator will be driving long term financial sustainability for the OBA.

Position Overview

The Development Coordinator is a strategic, hands-on role designed to bolster OBA's organizational capacity. Funded in part by the Appalachian Regional Commission (ARC), this position focuses on securing the long-term financial sustainability of OBA through diversified fundraising, meticulous grant management, and high-impact event execution.

This is a remote, home-based position; OBA does not maintain a physical office at this time. The Development Coordinator must be based in Western North Carolina and able to travel regularly throughout the region as the role requires. Reports directly to the Executive Director of the Outdoor Business Alliance.

Key Responsibilities

1. Fundraising & Donor Relations

- Develop and execute an annual fundraising plan to meet OBA's sustainability goals.
- Identify, research, and cultivate relationships with individual donors and corporate sponsors within the outdoor industry.
- Maintain a donor database to track engagement, contributions, and appreciation efforts.

- Create great emails, social media posts, donor updates, reporting materials that inspire people to give.

2. Grant Development & Management

- Lead the identification of federal, state, and private grant opportunities.
- Draft, edit, and submit compelling grant proposals and letters of inquiry.
- ARC Compliance: Assist in tracking metrics and preparing reports to demonstrate the impact of ARC's investment in OBA's capacity building.

3. Member & Sponsor Development

- Leverage events as a primary vehicle for member and sponsor activation.
- Coordinate with vendors, members, and guest speakers to ensure high-value experiences for the outdoor business community.
- Recruit and maintain relationships with sponsors for events.
- Support the logistics, promotion, and execution of OBA networking events, workshops, and annual gatherings as needed to bolster fundraising efforts.

Qualifications

- Professional experience within the outdoor industry ecosystem, including outdoor recreation, conservation, outdoor business, or outdoor community development.
- Proven experience in nonprofit fundraising.
- Robust knowledge of Western North Carolina outdoor economy.
- Excellent communication and interpersonal skills, with the ability to inspire collaboration and trust among diverse stakeholders.
- Commitment to inclusive economic growth and community engagement across rural and underserved regions.
- Skilled in program/event management with ability to juggle multiple deadlines, from event timelines to grant submission windows.
- Proficiency in nonprofit and grant compliance.
- Computer software proficiency, including Google Suite and Customer Relationship Management softwares.
- Commitment to diversity, equity, and inclusion in all facets of the organization.
- Locally based in Western North Carolina and able to travel throughout the western region of the state and potentially throughout North Carolina as needed. Must possess a valid driver's license and a functional vehicle.
- Availability to participate in occasional evening and weekend events across WNC.
- Experience: Proven background in fundraising, donor relations, or nonprofit development.

Preferred

- Proven experience securing funding for 501(c)(6) organizations.

- Success in managing grant-funded projects, including deliverables tracking and reporting, with familiarity in ARC or other federal grant compliance and reporting requirements.

Key Attributes

- Excellent writing and people skills. You can connect with anyone from any background.
- Transparent and persuasive communicator and active listener.
- Results-oriented with strong accountability for outcomes and performance metrics.
- Passion for the outdoors, economic development, and community resilience.
- Highly organized, great at managing timelines.
- Attention to detail particularly in written documentation.

Compensation

- This is a grant-funded 1099 independent contractor position with up to a three-year term. Compensation is commensurate with experience, with an anticipated range of \$20/hr to \$30/hr, provided as an hourly rate up to a maximum value, or possible monthly sum.
- As a 1099 contractor, this position is not eligible for employer-sponsored benefits, including health insurance, retirement contributions, or paid time off. However, OBA recognizes the importance of rest and sustainability in leadership roles. The Development Coordinator is expected to manage their workload and schedule to allow for reasonable personal time off, while ensuring continuity of organizational operations and fulfillment of the position's scope of work.
- The scope of work includes additional designated funds for approved travel expenses and reimbursement for select work-related supplies (e.g., computer equipment, printing, mailing).
- This role is funded through Federal Grant dollars through the Appalachian Regional Commission.

How to Apply: Please submit a resume, cover letter, and three references to jobs@outdoorbusinessalliance.org. Applications will be accepted until the position is filled.