Ironwood Tree Experience

Our mission: To inspire youth to connect with their community through experiences in nature.

Executive Coordinator Position Description

Position Title: Executive Coordinator **Status:** Full-time, non-exempt 30-32hrs/wk
Starting Pay Rate: $25.04/hr **Reports to**: Executive Director
Start Date: January 27, 2026 **Application Deadline**: December 28, 2025
Benefits include: Paid Time Off (PTO), reimbursement for qualified medical insurance, flexible work schedule, including off-site work options; the opportunity to work with a fun, passionate team in a desirable work location.
More details on position status & benefits below.

About ITE
Ironwood Tree Experience, founded in 2005, is a nonprofit organization providing young people with fun, active, and educational outdoor experiences. ITE's mission is to inspire youth to connect with their community through experiences in nature. It is our vision that, through the work of ITE and others, young people across Southern Arizona stand up for the healing & well-being of our Earth.

Job Overview
The Executive Coordinator provides administrative and operational support to the Executive Director in advancing Ironwood Tree Experience's mission, vision, and strategic goals. This position plays a key role in coordinating projects, events, and other activities related to development (fundraising and grants), promotion, and communication, as well as the board of directors' activities. The Executive Coordinator aligns programs, events, and services to drive organizational success.

Duties and Responsibilities
Financial Development (50%)
- Coordinate fundraising campaigns and other development events, activities, projects, and supporting roles.
- Manage donor correspondences and engagement activities, as well as donation records and reports, using the Bloomerang giving platform.
- Assist with grant development and management.
- Attend fundraising meetings and workshops to expand opportunities for organizational development.

Communication and Engagement (30%)
- Ensure consistent messaging by aligning organizational news, events, and highlights across web, social, and print platforms.
- Plan and execute marketing, outreach, and promotional initiatives to strengthen organizational visibility.
- Support the development of reports, presentations, and special projects that communicate goals, achievements, and outcomes.
- Manage and update fundraising campaign content using WordPress, social media, and related digital tools to drive engagement.

Board Development (10%)
- Assist in the coordination of the Board of Directors' meetings and committee projects.

Other Duties and Responsibilities (10%)
- Collaborate with other employees to fulfill assigned shared initiatives.
- Participate in scheduled staff training, meetings, and gatherings.
- Assist in the coordination and administration of partnership and collaborative meetings.
- Represent the organization at community events to build relationships.

Eligibility Criteria

- Availability to hold a regular work schedule during normal business hours, which may include offsite errands.
- Availability to work occasional evenings & weekends for special events.

Required Qualifications

- Minimum of 2 years of experience in administrative, development, or communications support, preferably in a nonprofit environment.
- Minimum of 2 years of professional experience working in dynamic settings that involved the planning and coordination of diverse events and campaigns for large groups.
- Strong interpersonal and relationship-building skills with an ability to communicate with a diversity of people, from staff to donors to board members and youth participants.
- Strong organization and writing skills.
- Track record of managing multiple priorities, meeting deadlines, and working both independently and collaboratively.
- Working experience using marketing and graphic design platforms, such as Mailchimp, Canva, and Adobe; Google Workspace, a productivity and collaboration toolkit, and customer relations management software such as Bloomerang.
- Demonstrated success in supporting or leading grant development and management.

Preferred Qualifications

- Bilingual proficiency in English and Spanish.
- Degree or certificate in nonprofit or leadership management, marketing or communications, business administration, or related field; or equivalent combination of work experience.
- Familiarity with nonprofit operations, fundraising, and board governance.

Physical Requirements

To successfully perform the essential functions of this position, an applicant must be able to:

- Stand; walk; sit; use hands to finger, handle, or feel objects, tools, or controls; reach with hands and arms; climb stairs; balance; stoop, kneel, crouch, or crawl; talk or hear. The employee must occasionally lift and/or move up to 25 pounds.
- Work in an office environment on a laptop computer.

Some reasonable accommodations may be made to individuals with disabilities to perform the duties of this job.

Compensation, Benefits & Work Schedule:

This is a full-time position from August-June. Our offices are closed during July. Full-time employees have the opportunity to apply PTO benefits during the month of July. More details below. Other benefits include:

- Eligibility for merit-based raise on an annual basis.
- Annual Wellness PTO award of 48 hours / (6) 8-hr day equivalent.
- Annual Vacation PTO award 112 hours / (14) 8hr-day equivalent.
- Comp-time accrual eligibility.
- Reimbursement for qualified medical insurance on a monthly basis, including the month of July when our offices are closed.
- Regular work schedule must be during M-F 8a-5p time frame, with the exception of occasional evening & weekend events. A majority of work time must be spent in the ITE office, with some flexibility to work offsite.

This job description is intended to convey information essential to understanding the scope of this position. It is not intended to be an exhaustive list of the experience, skills, duties & responsibilities, and working conditions associated with the position.

How to Apply

Complete the online application with an attached cover letter, résumé and example of your work. Please contact Deborah Oslik, Associate Director, at deborah@ironwoodtreeexperience.org if you have any questions.