



**Job Title:** Development & Youth Storytelling Coordinator  
**Reports to:** Database & Development Manager  
**Classification:** Exempt; Full-time (40 hours/week)  
**Location:** Remote/Hybrid, with regular visits to our Excelsior location

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### **Who we are**

With nature as our catalyst, Camp Fire Minnesota energizes youth to discover their spark so their futures glow brighter. Youth spend 90% of their time indoors – and that was before COVID-19. Camp Fire Minnesota addresses this challenge by delivering culturally relevant, nature-based programs onsite at our camp property in Excelsior and throughout the community to thousands of youth from all backgrounds each year. We help youth “light their spark within” through summer and school break camps, environmental education & STEM classes for schools (in-person and virtual), and community-based out-of-school time nature programs. We are proud to offer inclusive and welcoming programs to youth in the community, including free and reduced rate programs and a scholarship program. As a result of their Camp Fire experience, 93% of youth report valuing nature and stewarding the environment.

### **Where we are headed**

Camp Fire Minnesota envisions a future where every youth has access to nature-based experiences and learning. Recognizing the inequity in our field (both in the past and today), our 2024 - 2026 Strategic Plan outlines the steps and partnerships necessary to continue our work. The following two years, we are committed to actively listening and engaging with young people and our community to eliminate barriers to new experiences in nature while sharing our history, values, and vision for the future. View our [2024-2026 Strategic Plan](#).

### **Statement of Inclusion**

Camp Fire believes in the dignity and the intrinsic worth of every human being. We welcome, affirm, and support young people and adults of all abilities and disabilities, experiences, races, ethnicities, socio-economic backgrounds, sexual orientations, gender identities and expressions, religion and non-religion, citizenship and immigration status, and any other category people use to define themselves or others. We strive to create safe and inclusive environments that celebrate diversity and foster positive relationships. All are welcome at Camp Fire.

## **Position Overview**

The Development & Youth Storytelling Coordinator supports the initiation and creation of the organization's first-ever youth board, acting as a co-relationship manager and process coordinator, coordinating of annual board and trustee meetings and agendas alongside the President & CEO and HR & Office Coordinator, supporting the Development & Database Manager in Raisers Edge tracking and reporting spreadsheets, and will lead the strategy and implementation of incorporating youth stories and voice into sharing the story of Camp Fire Minnesota. In addition, this role will coordinate alongside Camp Fire Minnesota's DEI committees to create social, digital, and printed content to share with stakeholders throughout the year.

## **We're looking for someone who is:**

- Committed to diversity, equity, and inclusion (DEI)
- Knowledgeable and/or passionate about community-centric fundraising
- Strong relationship builder
- Youth development background
- Creative and visionary
- Committed and passionate about ensuring all young people have access to nature
- Strong attention to detail

## **Primary Responsibilities**

### **Development & Communications**

- Develop and lead the creation and implementation of the Development and Communications Plan that incorporates youth voice across all platforms through a range of strategies including annual appeals, major donors, grants, corporate and individual appeals, social media, website support, constant contact communications, and special events.
- Co-manage social media communications in partnership with Marketing Manager and compile regular analytics review.
- Provide copy editing support on materials as needed.
- Play a supporting role in planning, designing materials, marketing, and implementing fundraising events.
- Support website copywriting and brand updates as needed.
- Participant data and evaluations: support Database & Development Manager, as needed, with updating participant data and evaluations.
- Maintain accurate donor records in CRM database, Raisers Edge, and support as backup to Database & Development Manager.

### **Board and Trustee Support**

Camp Fire Minnesota has approximately 25 Board of Directors who meet bi-monthly. Its supporting organization, the Minnesota Camp Fire Foundation, has approximately five Trustees who meet semi-annually.

- Board and Trustee meeting support: schedule and manage Board and Trustee meeting calendars, prepare meeting space (zoom or in-person), in collaboration with the Leadership Team prepare meeting materials, track attendance, scribe notes, and other duties as assigned.
- Relationship management: create professional relationships with youth Board members by managing meetings between them and Camp Fire staff, as well as being their main administrative contact.
- Utilize CRM database, Raisers Edge, to document actions for leadership team and update contact information.
- Manage a web-based portal to share Camp Fire documents with the Board & Trustees.
- Track board and trustee terms, engagement, and support all recruitment and retention efforts.

#### DEI

- Lead the effort in sharing our story of inclusion by working alongside DEI committees to creatively share resources and stories throughout the year through all external platforms.
- Support the five DEI subcommittees (financial access, racial diversity, gender and sexuality, ability, mental health, and neurodiversity, and cultural appropriation) including serving on at least one sub-committee.
- Learn and grow alongside Camp Fire team as we integrate Community Centric Fundraising into organizational practices.

#### Organizational Support

- We run many programs throughout the year and during peak busy seasons, we ask all staff to support in various ways! This can mean you might help with the camp check-in process, greet guests at events, or other fun tasks.
- We are looking for someone who brings a collaborative spirit and is excited to support our mission-based work when needed!
- Performs other duties as required.

#### Skills and Qualifications

- Minimum of 2 years of varied and successful fundraising, marketing, communications, or related experience
- Experience in managing Raiser's Edge donor database or similar CRM software or database systems preferred
- Ability to establish data entry priorities
- Strong written and verbal communication skills
- Strong process and implementation skills
- Creative problem solver and strategic and organized thinker
- Attention to detail and accuracy with regard to handling data and executing reports

- Strong experience with Microsoft Office Suite (Word, Excel, Outlook, PowerPoint and SharePoint)
- Cultural competency and experience working with diverse communities
- Ability to work occasional evenings and weekends as needed
- Other duties as assigned

### **Education**

- Two years' experience in related field or associate degree in social sciences, communications, statistics, computer science, data science...and/or a related field.

### **Physical Demand**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to sit; talk or hear; and use hands to handle, or touch objects or controls. The employee is regularly required to stand and walk. The incumbent may also be required to stoop, bend, or reach above the shoulders. The employee must occasionally lift up to 25 pounds.

### **Work Environment**

- This is a hybrid role; the individual will complete a portion of their work onsite at Camp Fire main Office.
- The work environment is typically performed in a normal camp environment. The noise level in the work environment is usually moderate to high.
- The above statement reflects the general details necessary to describe the principle functions of the occupation and shall not be construed as a detailed description of all the work that may be inherent in the occupation.
- Regular operation of normal office machines (computer, copier, and fax) is required.
- There are occasional evenings and weekends required.
- Limited travel may be required.

### **Salary and Benefits:**

Salary range of \$45,000 to \$50,000 based on experience. Eligible for health benefits as well as a 3% retirement contribution and sabbatical policy. Full Benefits Package including medical, dental, life, AD&D, long term disability, 3% 401K matched. Up to 22 Paid time off in a year, 7 paid holidays, plus 3

Floating holidays days and mental health days. Additional benefits include Professional Development Funds, internet stipend, a comprehensive Employee Assistance Program to support employees and their families.

**Location:**

Remote (home) office, with accessible transportation to attend in-person meetings, as needed (averaging 1-2 times/week), at our property (3300 Tanadoona Drive, Excelsior, MN 55331). Note: during the summer we ask all staff to be present at camp 1-2 days a week.

**Application Process:**

Send resume and three references to Human Resources: [hr@campfiremn.org](mailto:hr@campfiremn.org). Include "Development & Youth Storytelling Coordinator" in the subject line of your email. The posting will remain open until filled.

*Camp Fire Minnesota is strongly committed to addressing environmental justice.*

*We encourage candidates with diverse experiences and backgrounds, Black, Indigenous and People of Color, LGBTQIA2S individuals, and unemployed persons to apply. Studies have shown that women and people of color are less likely to apply to jobs unless they meet every single qualification. At Camp Fire we are most interested in finding the best candidate for the job and someone who is committed to our mission and values. We encourage you to apply, even if you don't believe you meet every one of our qualifications described.*