JOB ANNOUNCEMENT: Development Coordinator

APPLICATION DUE: May 5, 2019 or until filled

Send resume and cover letter to jobs@pugetsoundsage.org; Subject: Development Coordinator.

Puget Sound Sage is a dynamic regional organization dedicated to building power with people of color led organizations and our allies to reshape the economy and urban environment to benefit workers and the planet. Our growing organization is committed to ensuring quality jobs, affordable housing, shared prosperity, and environmental justice. Our campaigns and theory of change are rooted in racial justice, which for us means a deep commitment to supporting base-building organizations to provide research and analysis that wins innovative policy and supports building power in the region.

This position is ideal for a dynamic, mission driven individual with excellent attention to detail and initiative-taking skills. Puget Sound Sage is committed to the personal and professional development of our staff and can increase staff responsibilities based on interest and professional growth.

Position title: Development Coordinator
Reports to: Development & Communications Director

Position type: full-time, hourly (non exempt)
Start date: June 2019

Location: Seattle, WA

POSITION SUMMARY

The Development Coordinator supports the fundraising activities of the organization, and plays a key role in ensuring the long-term growth and sustainability of the organization. Key responsibilities include event logistics, donor cultivation and stewardship, database management, and gift processing.

RESPONSIBILITIES

Events & Campaigns (50%)

• Provide support on annual fundraising and cultivation events, including volunteer recruitment and management, vendor coordination, sponsorships, tracking finances, and follow-ups
• Generate donor mailing lists for direct mail and fundraising appeals, newsletters, and events
• Serve as primary contact for donation platforms and respond to inquiries/reach out to donors for additional/updated contact information, follow up on lapsed gifts, and donor questions
• Conduct research on current and prospective donors, prepare donor profiles, and manage system for tracking individual and institutional donor profiles
• Table at fundraising, cultivation, and program events to highlight work and recruit new donors

Database Management (30%)

• Maintain all database donor records, updating as needed and troubleshooting emerging needs
- Process donations and send thank you letters to donors
- Manage end of year reporting to monthly donors
- Ensure fulfillment of all pledges made throughout the year

**Organization Development & Administrative Systems (15%)**
- Attend and actively participate in staff team-building, planning, trainings, meetings, and events, including weekly staff meetings, team meetings, evaluations, workshops, and retreats
- Participate in meetings and workshops to advance organizational commitment to racial justice, black liberation, and indigenous sovereignty
- Effectively utilize all financial and 501c3 related management systems (Examples include: time sheets, reimbursements, credit card expenses, etc.)

**Building an Organizational Culture of Philanthropy (5%)**
- Work with staff and board to ensure participation and follow through on fundraising activities, including annual event, cultivation events, online campaigns, and thank you phone banks
- Provide leadership, tools, and training to staff to build organizational culture of philanthropy

**QUALIFICATIONS**

The ideal candidate will be mission-driven, persistent, flexible, diligent with follow-through and have the ability to keep up with a fast-paced work environment. Specific requirements include the following:

- Excellent attention to detail and ability to coordinate multiple projects, priorities, and deadlines
- Comfortable working independently and taking initiative to solve problems creatively
- Excellent communication skills, in person, in writing, and on the phone
- Demonstrated commitment to economic, environmental, and racial justice
- Ability to work in a highly collaborative environment

**COMPENSATION**

The pay rate for this position is between $20.20 to $21.63 per hour DOE. Overtime will be available upon approval. Full family health benefits, retirement contribution after one year of employment, generous vacation and personal time, and transit pass.

**TO APPLY**

To apply, email resume and cover letter to jobs@pugetsoundsage.org. Please use Development Coordinator as the subject line and address the cover letter to Kristen Wendt. In the body of your email, please let us know how you found out about the position, and label all submitted materials with your first and last name. This position is open until filled, but priority review will be given to candidates who have submitted their applications by May 5th. Applications received after that date may be received in a second round. No phone calls please. Only applicants who are offered interviews will receive a response.

*Puget Sound Sage is committed to hiring and advancing personnel with an explicit regard to advance women, black people, indigenous people, people of color, immigrants, LGBTQIA people, and other people from traditionally underrepresented communities. Further, we are committed to working with allied organizations which do the same.*