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NORTHWEST PILOT PROJECT

JOB POSTING

POSITION TITLE: Development Coordinator

POSITION SUMMARY: The Development Coordinator is a dynamic position that includes fundraising, development and communications responsibilities with a strong connection to NWPP's programmatic work and mission. This is a full-time position that provides direct support to the Executive Director and Associate Director in the implementation of NWPP's comprehensive fundraising program and marketing/ communications plan. The ideal candidate will be a detail-and goal-oriented development professional with excellent communication and computer skills and the ability to juggle multiple responsibilities simultaneously.

Position Goals: This position will broaden awareness of NWPP's programs and initiatives; and to successfully communicate NWPP's story and impact to enhance fund development through the development of campaigns and promotions to increase donor engagement.

REPORTS TO: Associate Director

RESPONSIBILITIES

Fundraising

- Manage the donor database: input and maintain donor information, process donations and thank-you letters, generate reports and mailings; implement giving recognition and appreciation
- Coordinate and manage mailings, provide and proof mailing lists and documents as needed
- Maintain and organize development filing systems and project calendars
- Provide in-person, phone, and email support, in response to donor inquiries, including accepting contributions, fulfilling requests for more information, and answering general questions

- Assist with donor stewardship efforts
- Draft donor appeal letters and email appeals
- Coordinate donor appeal/fundraising materials via direct mail (printing and mailing), email, brochures, posters, etc.
- Recruit and manage volunteers

Communications

- Support production and distribution of original content, other high-quality marketing materials including monthly e-newsletters, quarterly print newsletters, program brochures, flyers, etc.
- Update content for “supporter” portion of website on a regular basis
- Manage and track website and social media analytics
- Oversee peer-to-peer fundraising platforms
- Maintain Google Ads account
- Gathers statistics and data to create various reports related to program evaluation and fundraising
- Populate social media network profiles including Facebook, Instagram, and Twitter with leading research and relevant content

Events

- Support the planning and management of fundraising and friend-raising events and outreach activities with the Executive Director, and with other staff as needed.
- Staff evening and weekend events as needed.
- Work with the development team to send event invitations, staff events, maintain guest RSVP lists, gather and prepare materials and supplies, coordinate refreshments and post-event follow-up/evaluation
- Track solicitations, assists with sponsorships and in-kind donation solicitation, track other types of event giving (raffle, auction, etc) as needed
- Coordinate production and distribution of event materials via direct mail (printing and mailing), email, brochures, posters, etc.

General

- Engage in meaningful training, self-examination, and action directed at promoting diversity, equity, and inclusion on institutional, interpersonal, and intrapersonal levels, particularly in the areas of race and ethnicity.
- Attend agency staff meetings and other relevant community training and workshops.
- Must adhere to agency's personnel policies.
- Other duties as requested.

QUALIFICATIONS:

Required Qualifications

- Two years of progressively responsible relevant experience in a nonprofit organization
- Demonstrated experience in fundraising and building relationships with donors and volunteers.

- Experience in managing direct mail and email campaigns
- Direct experience in supporting and planning friend- and fundraising events.
- In-depth experience using a donor database
- Strong writing and communication skills, with experience in writing in a variety of styles for different outlets
- Strong computer skills including proficiency in using Microsoft Office (Word, Excel, Outlook, PowerPoint), WordPress, social media (Facebook, LinkedIn, Twitter) and willingness to learn new applications
- Ability to convey the mission of Northwest Pilot Project and motivate the community through outreach.
- Demonstrated knowledge of multiple forms of media and marketing
- Passionate about helping low-income seniors
- Availability to work evenings and weekends as needed

Preferred Qualifications

- Bachelor's degree in marketing, communications or similar field.
- Experience in website content administration/management
- Ability to work independently but also serve as an effective and productive team member
- Ability to exercise independent judgment to apply facts and principles for developing approaches and techniques to problem resolution
- Self-motivated individual with creative problem-solving skills, and ability to organize and prioritize
- Excellent interpersonal skills and eagerness to work in a team environment
- Valid driver's license

COMPENSATION AND BENEFITS

This is a full time (37.5 hours/week) position. Compensation will be \$40,000 - \$45,000 annually, depending on experience. This is a non-exempt salaried position. Benefits include four weeks paid vacation, generous holiday and sick time, medical and dental insurance, Flexible Spending Account, and 403-B retirement plan.

To Apply: Email resume and cover letter to search@nwpilotproject.org

Application Deadline 4:00 pm, Friday, August 16, 2019

Northwest Pilot Project is an Equal Opportunity Employer. We celebrate diversity and are committed to creating an inclusive environment for all employees.