



## Development Coordinator

*Mission Statement: We work throughout Washington State to support land-use policies that encourage healthy, equitable and opportunity-rich communities, and protect our valuable farmlands, forests and water resources.*

### About Futurewise

Futurewise is the only statewide environmental non-profit in Washington dedicated to ensuring that state and local governments manage population growth responsibly, and in ways that benefit everyone. Founded in 1990, Futurewise (formerly 1000 Friends of Washington) has established an impressive track record in growth management issues as the state's primary advocate for smart growth policies. See [www.futurewise.org](http://www.futurewise.org) for more information.

### Position Summary

Reporting to the Development Director (currently under recruitment), the Development Coordinator supports a broad range of fund development and communications activities for the organization including: marketing, special events, in kind solicitations, volunteer management, annual fund appeals, database management and donor correspondence.

### Job Functions

#### Events (35%)

- Provide high-level event management for statewide events including but not limited to: Annual Spring Luncheon, autumn Feast with Friends, house parties, program events and other marketing/communications related community events
- Conduct table captain and sponsorship recruitment, stewardship, updates
- Manage event database and event registration
- Update sponsorship materials, track sponsor logos
- Coordinate printed materials including invites, RSVPs, programs, signage, and set up
- Support event committees and volunteers as needed for special events or other development activities
- Provide day of and on-site logistics including event registration and troubleshooting

#### Fund Development and Membership (25%)

- Provide superior customer service and stewardship to donors
- Manage the mailing of fundraising appeals including: collaborate on drafting the appeals, managing the appeal timeline, printing schedule and bulk mail process
- Prepare materials and appeals for Board of Directors to include hand written notes on major donor letters/appeals
- Research and develop partnership opportunities, including in-kind support
- Assist in scheduling and preparing site visits for current and prospective funders
- Provide donor prospecting and research support

### Communications (20%)

- Lead internal organizational communications and marketing efforts including:
  - Manage the production of E-newsletters
  - Create and deploy advocacy emails to statewide email lists as needed
  - Develop and manage content and scheduled updates for website and social media
  - Assist as needed the development of collateral or promotional materials
  - Provide all donor lists, in-kind and volunteers for collateral materials including annual report
  - Develop and ensure the accuracy of all collateral materials including info kits

### Knowledge Management (20%)

- Manage donor database and donor acknowledgement process
- Process all gift entry and gift acknowledgment letters
- Generate pledge reminders
- Ensure accurate and timely database reports including lists and appeal performance
- Primary contact for database troubleshooting and maintenance
- Regularly reconcile database against Quickbooks with accounting staff

### **Qualifications**

This is a small development department and it is critical that the new coordinator be willing to jump in, learn quickly and go the extra mile. The ideal candidate must have the ability to maintain confidentiality, be solicitous and have a diplomatic attitude. This individual must be able to work well under pressure and maintain attention to detail. The following qualifications are desired:

- Solid knowledge of basic event planning and fundraising techniques and strategies;
- Excellent oral and written communication skills;
- Track record of handling confidential information about donors, staff, clients and volunteers;
- Donor database management and reporting skills;
- Some basic graphic design skills are desired but not required;
- This job requires the ability to push and lift materials weighing up to fifty pounds;
- Flexibility in work hours, including some evening and weekend work;
- Reliable transportation is necessary.

### **Project Location, Salary and Benefits**

This position is based in Seattle, WA, although travel within the state is anticipated several times per year. Salary is commensurate with experience. Benefits include paid medical, dental and vision for the employee, paid leave, simple IRA, and subsidized regional transit pass.

### **How to Apply**

Position is open until filled; first consideration will be given to applications received by May 12, 2017. Interested candidates should send a cover letter, resume, and at least three references in PDF format to [jobs@futurewise.org](mailto:jobs@futurewise.org). Please make the subject of your email "(Last Name) –

FW Development Coordinator” and address the cover letter to Hiring Manager. Please label any submitted materials, including the cover letter, resume, and references with your last name. *NO PHONE CALLS PLEASE.*

*Futurewise is an Equal Opportunity Employer that values diversity in all areas of its operations. We are committed to equal opportunity in employment and promotion for all qualified persons without regard to race, color, age, religion, sex, marital status, sexual orientation, gender identity, national origin, citizenship, military or veteran status, the presence of any sensory, mental or physical disability, pregnancy and childbirth, family responsibilities, or any other basis protected by applicable laws, regulations, or guidelines relating to discrimination in employment.*