

## **JOB ANNOUNCEMENT: DEVELOPMENT COORDINATOR**

### **ABOUT ZERO WASTE WASHINGTON**

Zero Waste Washington is 501(c)3 non-profit organization that works to drive policy change for a healthy and waste-free world. We envision a just, equitable, and sustainable future where we all produce, consume, and reuse responsibly. We are the public's voice for zero waste. We use three main strategies to achieve our mission: advocating policy changes for products and materials at the local, regional, and state levels; engaging residents in driving system changes; and implementing pilot projects to demonstrate that the desired change is possible.

### **POSITION OVERVIEW**

Zero Waste Washington seeks an enthusiastic individual with strong service, communication and interpersonal skills to serve as **Development Coordinator**. This position will support fund development and administrative activities with an emphasis on donor database management, event support, communications and general administrative support.

The **Development Coordinator** will provide a wide range of fundraising support to the Executive Director and board by creating and maintaining development software/database; planning and executing events; communicating with individual, institutional, and corporate donors; planning and executing social media/website updates related to fundraising; and collaborating on fundraising campaigns. The successful candidate is an enthusiastic, self-motivated team player with excellent communication and interpersonal skills, superior attention to detail, and strong project management skills, and who has a demonstrated commitment to racial and social equity. The Development Coordinator should be adept at reading both people and spreadsheets and thrive on accomplishing goals and getting results. Qualified applicants must have the ability to be flexible, handle multiple assignments at one time, work well with people, and be available for meetings and events in greater Seattle and other areas of the state, including infrequent nights and weekends. This position reports to the Executive Director and is based in downtown Seattle, WA.

Join a small but mighty team that works hard, cares about each other, and has a passion to build a more sustainable and equitable future for our Washington communities.

### **JOB RESPONSIBILITIES**

#### **Fund Development**

- Collaborate with board and staff on fundraising campaigns.
- Enter gifts, pledges, and other donor information into donor database. Create, maintain, and utilize donor database and manage donor, grant, and other records in a manner consistent with data integrity procedures.
- Provide appropriate donor acknowledgment and recognition.
- Prepare information packets, display materials, and presentations for donors and prospects.
- Produce meaningful donor activity reports. Coordinate with Executive Director and fundraising team members to produce reports on donor activity as requested.
- Play a key role in organizational fundraising-related events including planning, research, and implementation, including but not limited to donor engagement events, public events, and internal board/staff events.

#### **Communications**

- Support communication with individual, institutional, and corporate donors through the use of social media, self-generated marketing material, website content, and letters.
- Assist in media outreach including print, television, and radio news outlets.
- Support other marketing and communication efforts of Zero Waste Washington as assigned.

#### **General Administration Support**

- Attend Board and Committee meetings and prepare and distribute minutes as assigned.
- Assist Executive Director in fund development tasks and organizational support as needed.
- Participate in team meetings.
- Performs other job duties as assigned.

## **KNOWLEDGE AND SKILLS REQUIRED**

- Bachelor's/Associate's degree in relevant field or equivalent experience (2-4 years) in nonprofit development.
- Proficient computer skills in office software and database management, including Excel, Word, PowerPoint, Outlook, and other development software as necessary. Little Green Light database and fundraising software experience is a plus.
- Enthusiasm, self-motivation, and ability to maintain positive working relationships with team members and agency and community partners.
- Discretion in handling confidential matters, and tact and diplomacy in dealing with the public, board members, volunteers, donors, visitors, and other employees.
- Ability to work/problem-solve independently and collaborate in a team environment.
- Excellent written and oral communication and interpersonal skills.
- Superior attention to detail.
- Ability to appropriately communicate with individuals with diverse backgrounds and experiences while maintaining a consistently professional demeanor.
- Ability to prioritize and manage multiple projects concurrently, demonstrate consistent follow through, and meet deadlines.
- Demonstrated fundraising experience, including event planning, is a plus, but not required if other past activities provide similar skills.
- A passion for our mission, and a desire and ability to grow with the organization into a more senior development role.
- Driver's license (or eligibility to obtain one upon arrival) and good driving record.

## **PROJECT LOCATION, SALARY AND BENEFITS**

This position can be **full time** (40-hour per week) or **part-time** and is based in Seattle, although travel throughout the region is anticipated on an infrequent basis. This position can be mostly remote, with a minimum of one day per week in the office. Hourly salary is between \$20-\$26/hour commensurate with experience. Benefits include sick/paid vacation leave, 11 paid holidays, and flexible schedule. Medical and vision coverage are provided if working 20 hours or more per week.

## **HOW TO APPLY**

First consideration will be given to applications received by May 31, 2022. Interested candidates should send a cover letter, resume, and contact information for at least two references in a single PDF to [jobs@zerowastewashington.org](mailto:jobs@zerowastewashington.org). Please make the subject of your email "(Last Name) – 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.**

*Zero Waste Washington 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.*