



Washington State Democrats

Job Description – Development Coordinator

Position: Development Coordinator

Location: Seattle, WA

The Development Coordinator will work closely with the Development Director in implementing an annual fundraising plan and assisting in managing official events and meetings. Candidates should be skilled in managing multiple, competing priorities simultaneously while maintaining a sharp focus on details.

The Development Coordinator will report to the State Party Executive Director and Development Director and work with the entire Party team. The person in this position will be expected to work irregular hours, including nights and weekends, and must have access to a laptop. They will also work with the State Party Team. The salary for this position is \$53,526.72/year plus health care and mileage reimbursement. The position is part of a union collective bargaining agreement. Work is currently remote but will operate out of the Seattle headquarters once public health officials have declared it is safe to return to an office work environment.

Responsibilities

The Development Coordinator will assist in supporting fundraising operations and donor relations, including leading the operations for three yearly statewide meetings, party fundraisers, regular donor appreciation events and our monthly giving program, as well as helping to implement the yearly fundraising plan.

Duties Include

- Managing the monthly giving program, including direct donor contact and tracking, as well as developing longer-term strategies to grow the program.
- Working with staff, consultants and vendors on an ambitious fundraising strategy, including assisting the Development Director and consultants in implementing an annual fundraising calendar, including direct mail, email, events, and other targeted fundraising campaigns.
- Coordinating event logistics in both the short and long-term, both virtual and live.
- Recruiting and working with volunteers and interns to effectively execute events and aspects of programs including but not limited to the recruitment and management of community liaisons.
- Maintaining donor and prospect lists and coordinating donor communications.
- Tracking of smaller donor recurring members and stakeholders and highlighting key trends.
- Handling the acquisition and distribution of State Party and program-specific merchandise.
- Acting as point of contact for local party leaders and members at events.
- Developing and conducting fundraising training for local party leaders and members.

Requirements

- 1-2 years' experience in a fundraising role, preferably in a political environment.
- Excellent data and analytical skills.

- Excellent written and verbal communication skills. Ability to communicate clearly and proactively both internally and with external partners and vendors.
- A passion for social justice and a commitment to Democratic Party values.
- A friendly and professional member-first demeanor.
- Ability to manage multiple projects independently.
- Proficiency in MS Office, including Microsoft Word and Excel, experience in NGP-VAN and ActBlue; online event registration software; and experience in basic graphic design software, such as Adobe Photoshop or Illustrator.
- Detail oriented and comfortable working in a fast-paced office environment.
- Superior organization skills and dedication to completing projects in a timely manner.
- Spanish proficiency preferred, but not required.

This position will remain open until June 1, 2021. To apply, please send your resume to kdeal@wa-democrats.org with the subject line “Development Coordinator Application,” along with a brief description of why you are uniquely qualified for the position.

The Washington State Democratic Central Committee strives to create a diverse, equitable, and inclusive environment and is proud to be an equal opportunity employer. We actively encourage applicants from historically underrepresented backgrounds, including first-generation college graduates, Black applicants, Indigenous applicants, and applicants of color, people with disabilities, and people who identify as part of the LGBTQ* community. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, age, disability, or genetics.