



Development Coordinator

Northwest Association for Blind Athletes (NWABA) is a mission-driven, growth-oriented organization that fosters a culture of innovation, communication, collaboration and hard work to improve the quality of life for individuals who are blind and visually impaired. NWABA provides life-changing opportunities through sports and physical activity to individuals who are blind and visually impaired.

Over the last ten years, the Association has transformed from an organization serving six individuals in its first year to a national leader in the field that improves the quality of life for more than 1,500 children, youth, adults and military veterans with visual impairments annually through five innovative programs and services. This position is being added at a pivotal time in organizational growth and will support significant and sustainable expansion of NWABA's life-changing programs. To learn more please visit www.nwaba.org.

Position Summary:

We seek a detail-oriented and forward thinking **Development Coordinator** to join our growing development team. This position is an essential member of the Development Team, responsible for data systems management and plays an integral role in events and donor communications. This position is supervised by the Director of Development and works closely with the Events and Communication Coordinator, NWABA's Executive team, and program staff. This is an opportunity to support as well as actively engage in the growth and direction of the organization's work. This is a full-time, exempt position.

Core functions of this role include: managing and maintaining donor database; gift processing and acknowledgment; assisting with donor communications; and procuring in-kind donations for special events.

NWABA offers competitive compensation including health insurance, generous PTO, a 403(b) savings plan and paid holidays. Working from our conveniently located downtown **Vancouver, WA** office, employees are in the heart of the city and close to restaurants, coffee shops, trails and countless other attractions.

Job Responsibilities:

Donor Database Management and Maintenance (50%)

- Oversee and manage the daily operation of the database. Responsible for ensuring the accuracy and integrity of the data, including input and output, technology management, and end-user training and support.
- Develop and maintain efficient systems for data cleansing, data entry, gift processing, prospect research, and relationship management.
- Maintain donor records regarding address and email changes, birth and death notices, etc.
- Coordinate new staff orientations for eTapestry database.
- Log communications, solicitations, and other contacts to donor records.
- Manage the system for tracking donor assignments in eTapestry.
- Produce monthly reports on fundraising department performance; update revenue tracking spreadsheets as needed; produce customized donor and gift reports as requested.

Gift Processing Management (20%)

- Enter all gifts received into the database and update gift-related donor records.
- Reconcile donations on a monthly and annually basis with Accounting.
- Ensure timely and appropriate acknowledgment of all gifts, including preparation of thank you letters.
- Monitor recurring gift portfolio, ensuring that monthly gifts are on schedule. Follow up with donors when electronic payment information needs to be updated.
- Generate pledge reminder letters and monitor overdue pledges.

Donor Relations & Events (20%)

- Act as the first point of contact for donors and others requesting information or assistance from NWABA.
- Manage in-kind procurement of auction items.
- Responsible for guest registration at fundraising events.
- Manage all pre- and post-event transactions, including processing and data migration.
- Manage stewardship of donors making gifts of \$250 or less annually

Donor Communication (10%)

- Assist Director of Development, Events & Communications Coordinator and future team members with implementing the annual communications plan, including direct mail appeals, newsletters, social media, and other communications.
- Produce customized mailing lists, email lists, and reports that support fundraising appeals, activities, and events.

Desired Knowledge, Skills and Abilities:

- Bachelor's degree and a minimum of 3-5 years of experience working with nonprofit donor databases
- Experience with and knowledge of database management best practices, including database clean-up and maintenance.
- Extremely high attention to detail, while maintaining efficiency.
- Ability to maintain focus and interest while working with repetitive data entry tasks
- Proficiency with mail merges, data import/export, mailing list generation and processing.
- Proficiency with financial reconciliation and donation tracking.
- Excellent verbal and written communication skills.
- Excellent customer service skills when talking with donors and volunteers by phone and/or at events.
- Ability to maintain strict confidentiality and adhere to high ethical and professional standards.
- Highly organized and able to track and manage multiple projects simultaneously; including ability to prioritize work projects and meet deadlines.
- Proficiency with Microsoft Office Suite.
- Ability to lift and carry up to 40 lbs. including tandem bikes, kayaks and sports equipment.
- Ability to travel approximately 15-20% of time as needed throughout our service area (WA, OR, ID and MT) including air travel
- Ability to work some evenings and weekends when required throughout the year.
- Must possess a valid state-issued driver's license and be comfortable driving organization-owned vehicles in support of job responsibilities.
- Ability to pass a background check, including MVR.

Preferred Qualifications

- Proficient in eTapestry.
- Experience with event management software (i.e. Greater Giving) including registration and payment processing.
- Advanced Excel skills.
- Experience working with small and medium donors and managing the donor relationship.

Application Instructions:

*For consideration, please send **all** of the following to Dawn Wensel at dwensel@nwaba.org:*

- 1. Your résumé**
- 2. A cover letter and**
- 3. Three or more professional references.**

*In your **cover letter**, please share the following:*

- *Why are you interested in working with the **Northwest Association for Blind Athletes**?*
- *How do your strengths and skills align with the **Development Coordinator** position?*