



## Event and Communications 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](http://www.nwaba.org).

### **Position Summary:**

We seek a detail-oriented and organized **Event and Communications Coordinator** to join our growing development team. This position is an essential member of the Development Team, managing the creation and execution of events and donor communications that raise funding and awareness of NWABA. This position reports to the Director of Development and works closely with the Development 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.

**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:**

#### **Events and Development (50%)**

- Serve as the project manager for all fundraising events. Work with the DOD on general strategy for events, generate timelines and project management systems, ensuring that they operate smoothly, efficiently and generate maximum community exposure while meeting and/or exceeding fundraising goal.
- Coordinate logistics for various internal and third-party events throughout the year including site selection, catering, marketing, audio/visual, scripts, slideshows, etc.
- Work with program staff to recruit and train volunteers as needed.
- Create all visual elements and printed materials for events.
- Manage communications with all attendees before, during and after events.
- With Development Coordinator, manage event database including guest information, auction items, and reporting.
- With Development Coordinator, coordinate personal fundraising program including creating website and social media fundraising pages, drafting emails, and collaborating with donors to develop innovative strategies to raise funds.

- Participate on various event and communication committees with volunteer leaders and other staff.

### **Communications (50%)**

- Maintains a comprehensive, consistent and effective brand identity and guidelines for all aspects of NWABA.
- Create, implement and manage a comprehensive communications plan including all print, on-line and social media and event schedules.
- Work alongside volunteers, program staff, families and athletes to collect stories that can be shared across different communication platforms.
- Works with Development and Program teams to maintain and update website (Wordpress) and social media accounts (Facebook, Twitter, Instagram).
- Responsible for design and creation of fundraising appeals, annual reports, stewardships reports, newsletters, and other collateral materials.
- Track results and provide insight on how to best reach target markets to boost outreach and donations.

### **Required Qualifications:**

- Bachelor's degree and a minimum of 2 years of event, communication, marketing and/or public relations experience or equivalent work experience in lieu of degree.
- Proficiency in Microsoft Office Suite and Adobe InDesign required; proficiency in WordPress desired.
- Outstanding writing and editing skills.
- Excellent attention to details and highly organized.
- Experience in social media (Facebook, Twitter and Instagram).
- Experience with nonprofit fundraising and donor management.
- Ability to work as a team member and to establish and maintain effective working relationships through successful interpersonal, written and verbal communication
- Ability to prioritize and manage multiple tasks
- Must be self-directed, able to work both independently and in a team, and to take direction when given
- Ability to lift and carry up to 40 lbs. including tandem bikes, kayaks and other 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 throughout the year when required
- 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

### **Application Instructions:**

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

- 1. Your résumé**
- 2. A cover letter and**
- 3. Three or more professional references.**
- 4. Optional: Send a writing sample or communication piece you designed/created**

*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 **Event and Communications Coordinator** position?*