



Development Administrative Support- Entry Level

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 an energetic, organized and forward thinking **Development Administrative Support professional** to join our growing development team. **This is a great opportunity to begin your nonprofit career!** If you thrive in a mission-driven, team environment and enjoy developing great working relationships with others, we would like to learn more about you.

Core functions of this role include: administrative support for the Director of Development; fulfilling administrative aspects of donor cultivation and stewardship initiatives; maintaining donor database, facilitating development correspondence and procuring in-kind donations for special events. This is a full-time, non-exempt position.

NWABA offers competitive compensation including pay in lieu of 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:

- Provide regular administrative support to the Director of Development including calendaring, travel, and correspondence.
- Implement administrative functions related to donor cultivation and stewardship including individuals, businesses and foundations.
- Facilitate direct mail program including creating mailing lists, developing copy, and working with outside printers.
- Maintain and utilize donor database by entering gift information, developing queries, running reports, and exporting information.
- Assist with maintenance of event database including entering guest information, inputting auction items and running various reports.
- Prepare daily donor acknowledgement letters.
- Support special events and other fundraising initiatives as needed.
- Procure in-kind and cash donations for special events.

- Serve as designated staff member at various special events throughout the year.
- Provide back-up front office/telephone support as needed.
- Other duties including special projects as assigned by the Director of Development or Executive Director.

Desired Knowledge, Skills and Abilities:

- One or more years of past administrative experience.
- Bachelor's degree or equivalent education and experience.
- Demonstrated initiative and self-direction.
- Embraces strategic and annual planning and contribute to successful execution of the plans.
- Thrives in a fast-paced, highly entrepreneurial, and collaborative environment.
- Excellent oral, written and verbal communication skills.
- Proficient using Microsoft Word, Excel, Outlook, and PowerPoint.
- Experience working with database software.
- Ability to lift and carry up to 40 lbs. including tandem bikes, kayaks and other adaptive sports equipment.
- Ability to work a flexible schedule including regular evenings and weekends throughout the year to support special events and other giving initiatives.
- 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 our search coordinator at: **DAS@TJandassociates.com***

- 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**?*
- *What actions would you take to make a difference in the **Development Support** role?*
- *Compensation history and goals.*