



NW ASSOCIATION
FOR
BLIND
ATHLETES

Development Coordinator

Join an organization that empowers people to turn their ambition into opportunity. Northwest Association for Blind Athletes (NWABA) is on the cusp of an exciting time of growth. NWABA is a regional organization with a mission to provide life-changing opportunities through sports and physical activity to children, youth, adults, and military veterans who are blind or visually impaired.

We are committed to cultivating opportunities for individual and organizational growth. Energized by an entrepreneurial spirit and the drive to excel, NWABA invests heavily in the people and resources needed to successfully deliver on our mission. Looking to the future, newly renovated offices in downtown Vancouver are equipped to tap into the tools and technology necessary to expand our presence and impact in Oregon, Washington, Idaho, Montana, and beyond.

At NWABA, we operate with full transparency, bringing honesty and integrity to everything we do. We welcome, serve, and support all people with dignity and respect. And we bring steadfast determination in pursuit of our mission and our goals. Our next Development Coordinator will embrace our values, champion our mission, work with passion, and deliver results.

Position Summary:

We seek a detail-oriented and forward thinking **Development Coordinator** to join our growing development team during an exciting time in the organization's strategic growth. 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 & Communications and works closely with the Marketing & Communications Manager, finance team, and program team. 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 gift acknowledgments; assist with donor communications; and generating revenue through monthly donor program.

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 moves management 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.
- With support of Blackbaud, assist in migration of eTapestry database to Raiser's Edge in early to mid-2022.

Gift Processing Management (25%)

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

Donor Relations & Events (10%)

- Act as the first point of contact for donors and others requesting information or assistance from NWABA.
- Responsible for guest registration at fundraising events.
- Manage all pre- and post-event transactions, including processing and data migration.

Donor Communication (10%)

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

Revenue Generation (5%)

With the support of the Director of Development & Communications:

- Manage recurring gift portfolio including growing donor participation in monthly giving program and ensuring revenue targets are being met.

Desired Knowledge, Skills and Abilities:

- Bachelor's degree and/or a minimum of 3-5 years of experience working with nonprofit donor databases.
- Experience with and knowledge of database management best practices, standard operating procedures, 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 10-15% 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 and Raiser's Edge.
- Experience with project management products (i.e., Smartsheets, Asana, Basecamp)
- 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 communications.

Application Instructions:

For consideration, please email a complete packet to our hiring process facilitator: DEV@TJandassociates.com

1. Résumé including work history (months and years).
2. A cover letter that discusses each of the following:
 - a. Why are you interested in joining the Northwest Association for Blind Athletes team?
 - b. Please summarize the connection between your knowledge, skills and experience and the Development Coordinator role.

Reference and background checks (including MVR) are steps in our hiring process.

We look forward to receiving your materials!