



## Development Coordinator

**Join an Organization Transforming Ambition into Opportunity:** Northwest Association for Blind Athletes (NWABA) invites you to join our journey of empowerment. NWABA is poised for dynamic growth, driven by our mission to provide life-changing opportunities through sports and physical activity for children, youth, and adults who are blind or visually impaired.

**Commitment to Growth and Excellence:** Across the entire organization, we cultivate a culture of winning and continuous improvement. With an entrepreneurial zeal and a relentless pursuit of excellence, we invest significantly in our team and resources to fulfill our mission. We are committed to fostering an environment where everyone has the opportunity to succeed and thrive. With unwavering determination, we strive to achieve our goals and push the boundaries of what's possible.

At NWABA, we operate with full transparency, bringing honesty, positivity, 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 support and plays an integral role in special events support. This position is supervised by the Senior Manager – Data & Development Operations, and works alongside the Event Manager, Sr. Director of Development & Communications, 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, non-exempt position.

**Core functions of this role include:** support donor database operations; gift processing and gift acknowledgments; assist with donor communications; support the Event Manager with projects; and generating revenue through acquisition.

**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. This is an **in-office** (not remote) position.

### **Job Responsibilities:**

#### **Donor Database Support (25%)**

- Maintain donor records regarding address and email changes, birth, and death notices, etc.
- Log communications, solicitations, and other contacts to donor records.
- Support with development reporting and data accuracy, completeness, and quality as it's maintained over time and across formats (i.e. data integrity).

- Work with Senior Manager – Data & Development Operations on updating and building out Standard Operating Procedure (SOP) documents on an annual basis.

### **Gift Processing Support (25%)**

- Enter all gifts received into the database and update gift-related donor records.
- Support with donation reconciliation as needed.
- Process daily deposits.
- Ensure timely and appropriate acknowledgment of all gifts, including preparation of thank you letters within 48 hours of receipt of gift.
- Offer support to donors by follow up with payment information and options as needed.
- Work with Marketing & Communications Manager on maintaining donor landing pages for campaigns and events.
- Assist Senior Manager – Data & Development Operations on updating Standard Operating Procedure (SOP) documents on an annual basis.

### **Special Event Support (35%)**

- Support Event Manager and Senior Manager – Data & Development Operations with:
  - Auction item procurement.
  - Auction item donation acknowledgement letters.
  - Auction item pick-ups and drop-offs.
  - Auction wine/whiskey bottle tracking and organization.
  - Act as support staff at various special and third-party events throughout the year.
  - Assist with the creation of various event PowerPoints and marketing materials as needed.
  - Assist Event Manager with various event tasks and logistics as needed including event planning support, décor, event set-up/tear-down, raffle licenses, event reporting, etc.
  - Coordinate and organize auction package details including silent auction packaging, auction package descriptions, printing auction package certificates, bundling auction package items, creating & printing small display signs, etc.
  - Guest record management including registration, data entry, auction package entry, and post event reconciliation support.
- Work with Event Manager on updating and building out Standard Operating Procedure (SOP) documents on an annual basis.

### **Revenue Generation (10%)**

With the support of the Development Team:

- Work with Event Manager, and Sr. Director of Development & Communications on supporting acquisition email campaigns.
- Work with individual donors after special events and campaigns to encourage corporate matching gifts.

### **Donor Relations & Other Duties (5%)**

- Act as the first point of contact for donors and others requesting information or assistance from NWABA.
- Provide compassionate, respectful, and professional customer service to donors and guests.
- Prepare for weekly Development Team meetings, daily huddles, and take meeting notes/track action items as needed.

### **Desired Knowledge, Skills, and Abilities:**

- Desire to be a part of a highly entrepreneurial, fast-paced environment.

- Bachelor's degree and/or a minimum of 2 years of experience working with nonprofit donor databases.
- Experience with and knowledge of database management best practices, standard operating procedures.
- Extremely high attention to detail, while maintaining efficiency.
- Ability to maintain focus and interest while working with repetitive data entry tasks.
- Proficiency with mail merge, data import/export, mailing list generation and processing.
- Familiarity with 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 sit at a desk and work on a computer for long periods of time.
- Ability to travel approximately 5-10% 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.
- Ability to lift up to 40 pounds.
- 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 Raiser's Edge preferred or other CRM products (i.e. Salesforce)
- 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 donor communications.

The salary range for this position is \$24.04-\$26.44 per hour + benefits.

### **Application Instructions**

For consideration, please send **all** of the following to our recruiting team ([recruiting@nwaba.org](mailto:recruiting@nwaba.org)):

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

**Please direct all questions to the email address listed above.**

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

- *Why are you interested in working with the **Northwest Association for Blind Athletes**?*
- *Why are you a great fit for this position? What might set you apart from other candidates?*
- *What are your proudest **Development & Fundraising** achievements? (Include metrics where available.)*