



NW ASSOCIATION  
FOR  
**BLIND**  
**ATHLETES**

## 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 Sr. Manager, Data & Development Operations, and works alongside the Event Manager, Director of Philanthropy, 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.

**NWABA offers competitive compensation and a robust benefits package to support the health and well-being of our team members. The salary range for this position is \$24.04-\$26.92 per hour, based on experience and qualifications.** Benefits include fully covered health insurance for the employee, a 403(b) retirement savings plan with a 3% employer match after one year of service, and generous paid time off. PTO accrues at a rate of 10 hours per month to start, with 8 paid holidays per year. NWABA also offers fully subsidized parking for employees working from our downtown Vancouver, WA office, which is conveniently located near restaurants, coffee shops, trails, and other attractions. **This is a fully in-office (not remote) position.**

## **Job Responsibilities:**

### **Special Event Support (40%)**

- 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.
- Work with Event Manager on updating and building out Standard Operating Procedure (SOP) documents on an annual basis.

### **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.
- Guest record management including registration, data entry, auction package entry, and post event reconciliation support.
- 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 Sr 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.
- Process daily deposits.
- Support with donation reconciliation as needed.
- 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 Brand Designer on maintaining donor landing pages for campaigns and events.
- Assist Sr. Manager, Data & Development Operations on updating Standard Operating Procedure (SOP) documents on an annual basis.

### **Donor Relations Support (10%)**

- 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.
- Work with individual donors after special events and campaigns to encourage corporate matching gifts.
- Work with team members on supporting acquisition email campaigns.
- Prepare for weekly Development Team meetings, daily huddles, and record action items.

## **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 work experience.
- Excellent customer service skills when speaking with donors and volunteers.
- High attention to detail, while maintaining efficiency.
- Knowledge of database management best practices.
- Ability to maintain focus and interest while working with repetitive data entry tasks.
- Familiarity with list generation and mail merge.
- Excellent verbal and written communication skills.
- 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.
- 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**

- Familiar in Raiser's Edge preferred or other CRM products (i.e. Salesforce)
- Experience with project management products (i.e. Smartsheets, Asana, Basecamp)
- Familiar with event management software (i.e. Greater Giving) including registration and payment processing.
- Advanced Excel skills.
- Experience managing donor communications.

## **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!)?*