



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 a member of the Development Team, supporting both special events initiatives and the effective management of development data systems. This position is supervised by the Sr. Manager, Data & Development Operations, and works alongside the Event Manager, Vice President of Development, 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%)

- Lead premier auction item procurement in accordance with revenue goals and strategies
- Ensure efficient coordination of auction item pickups, deliveries, and inventory management
- Coordinate and organize auction package details including recognition fulfillment, silent auction

packaging, auction package descriptions, printing auction package certificates, bundling auction package items, creating & printing small display signs, etc.

- Assist Event Manager with various event tasks and logistics including event planning support, décor rentals, event set-up/tear-down, raffle licenses, event reporting, etc.
- Act as support staff at various special and third-party events throughout the year.

Donor Relations Support (30%)

- Ensure a positive experience by promptly addressing donor inquiries and connecting individuals with appropriate resources.
- Ensure all monetary and in-kind donations are acknowledged promptly, with personalized thank-you letters prepared and sent within 48 hours of gift receipt.
- Partner with individual donors after fundraising initiatives to help them maximize the impact of their gifts through employer matching programs.
- Capture and record donor communications, solicitations, and engagement activities as part of the donor stewardship plan.
- Contribute to the planning and execution of fundraising campaigns with team members, along with support with stewardship efforts throughout the year.
- Provide compassionate, respectful, and professional customer service to donors and guests.

Donor Database Support (20%)

- Maintain the integrity of donor data through accurate gift processing and record updates.
- Accurately process and complete daily deposits.
- Guest record management including event registration, auction package entry, online bidding support and lead post-event reconciliation.
- Support with development reporting and data accuracy, completeness, and quality as it's maintained over time and across platforms (i.e. data integrity).
- Lead the donation reconciliation process in collaboration with the Finance Team to ensure the accuracy of donor contributions.

Development Operations Support (10%)

- Prepare for weekly Development Team meetings, daily huddles, and record action items.
- Work with Sr Manager, Data & Development Operations on building and updating Standard Operating Procedure (SOP) documents on an annual basis.
- Support Event Manager with building and updating Standard Operating Procedure (SOP) documents on an annual basis.
- Ensure all projects and communications reflect accuracy, integrity, and accountability.

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.
- Careful in execution and maintains rigorous quality standards.
- Ability to maintain focus and interest while working with repetitive data entry tasks.
- 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

the 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 10% of time as needed throughout our service area (WA, OR, ID and MT) including air travel.
- Ability to work 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. Asana, Monday.com)
- Familiar with event management software (i.e. Greater Giving) including registration and payment processing.
- Advanced Excel skills.
- Experience managing donor communications.

Application Instructions

For full consideration, please submit all required materials together to recruiting@nwaba.org. Incomplete applications will not move forward in the hiring process.

- 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 Northwest Association for Blind Athletes?*
- *How do your strengths and skills align with the Development Coordinator position?*

These materials are required prior to any phone screening and help ensure candidates understand and are fully aligned with the needs and expectations of the role.