



Refugee Women's Alliance (ReWA) is a nationally recognized multiethnic nonprofit organization that provides award-winning services to refugee and immigrant women and their families in King and Snohomish Counties.

Job Announcement

POSITION TITLE: Engagement Coordinator
DEPARTMENT: Development
REPORTS TO: Director of Development & Executive Director
STATUS/PAY: Non-exempt Regular Full-Time (37.5 hrs./wk.)

PURPOSE The Engagement Coordinator will oversee all aspects of the middle donor and volunteer engagement programs, including developing and implementing initiatives focused on middle donor retention and upgrade strategies, as well as recruiting, screening, retaining, and recognizing volunteers. *As an integral* staff position within the organization, the Engagement Coordinator orients donors and volunteers to ReWA and builds strong partnerships between them and with the agency's programs. This position is community-facing, interacting with volunteers, donors, and community partners. The Engagement Coordinator manages project-related budget activities and uses data to inform strategic decisions and recommendations. The position is hands-on and flexible, with open communication across departments. A people-person, the Engagement Coordinator will be innovative, with the proven ability to motivate.

Donor Engagement Program Coordination

- Assist with all aspects of the organization's cultivation, stewardship, and solicitations strategies.
- Write introductory, follow up, thank you letters, and other documents as needed.
- Develop and implement strategies for solicitation that will grow annual revenue from individuals: manage all appeal campaigns, manage and monitor online giving initiatives, work collaboratively with other program areas to advance fundraising goals; meet with donors as determined by the Director of Development and Executive Director.
- Coordinate events logistics to ensure an exceptional donor experience, with a focus on cultivation and stewardship. Conceptualize and implement small donor cultivation events.
- Assist department team members in implementing fundraising strategies and assist with the coordination and logistics for fundraising events, including large-scaled events.
- Work with department team members to develop strategies for development presence in all communications and marketing. Oversee the development presence on the website.
- Monitor revenue and expenses related to individual giving.

Volunteer Program Coordination

- Creates innovative and manageable approaches to serve the volunteer needs of the agency.
- Oversees the volunteer recruitment and intake process and ensures accurate volunteer tracking and data collection systems are in place.

Refugee Women's Alliance is an Equal Opportunity Employer.

- Collaborates with internal staff to identify and prioritize volunteer needs throughout the agency.
- Partners closely with other members of the Development Department to integrate systems and identify meaningful volunteer opportunities.
- Works with the Communications Officer to develop online and printed material for donor and volunteer programs and opportunities.
- Creatively and effectively matches volunteers; refers volunteers to programs within the agency and develops opportunities for individual and group volunteers.
- Represents the agency to local organizations, partners and volunteer associations.
- Develops annual volunteer recognition strategy and retention tools.
- Assesses effectiveness of volunteer programs and adapts to changing conditions.
- Promotes positive relationships and partnerships with community agencies and responds to requests in a timely and professional manner.

Data Management & Other

- Maintain accurate and complete records of donor communications. Prepare regular reports on all development-related activities.
- Oversee database management, gift processing, development and fulfillment of donor benefits, gift recognition donor correspondence, and mailings.
- Other duties as assigned by the Director of Development and Executive Director.

MINIMUM QUALIFICATIONS

- Bachelor's degree .
- Must be comfortable working with people of diverse backgrounds (e.g., race and ethnicity, sexual orientation, gender identity and expression, socioeconomic status, etc.).
- Ability to work well under pressure, rapidly assess problems, develop solutions, and deploy limited resources effectively.
- Ability to organize and prioritize multiple projects and meet deadlines.
- Detail-oriented with a high level of accuracy.
- Highly developed interpersonal skills, affinity for establishing and managing relationships, and demonstrated high level of confidence and poise.
- Possesses an understanding of professional boundaries.
- Excellent writing, public speaking, and presentation skills.
- Excellent computer skills, including: working in a Microsoft Windows and Office environment, database management, and record keeping.
- Ability to work independently and in a collaborative team environment.

PREFERRED QUALIFICATIONS

- A minimum of two years professional fund development experience in a lead position for a non-profit organization.
- Knowledge and experience working with donor databases.
- Graphic design and/or layout design skills and experience.
- Ability to occasionally work a flexible schedule that may include evenings and weekends.
- Ability to lift up to 50-lbs.
- Valid driver's license and proof of insurance.
- Reliable mode of transportation.

BENEFITS: Medical, dental, vision, life insurance, LTD vacation, sick leave, paid holidays, and 403(b plan).

CLOSING DATE: Open until filled

FOR CONSIDERATION:

https://workforcenow.adp.com/jobs/apply/posting.html?client=rewa&cclid=19000101_000001&type=JS&lang=en_US

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