



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.

ReWA Overview

ReWA promotes inclusion, independence, personal leadership and strong communities by providing refugee and immigrant women and their families with culturally and linguistically appropriate services. ReWA advocates for social justice, public policy changes and equal access to services while respecting cultural values and the right to self-determination.

Our clients come from more than 70 countries across the globe, including Africa, Southeast Asia and the Middle East. ReWA provides social services to every member of a refugee or immigrant woman's family, from infant to senior. These services, delivered in more than 50 languages and dialects, are designed to make a long-lasting impact in our clients' lives and help them thrive in the Puget Sound community.

Our Culture

As an innovative, impactful, non-profit organization, ReWA embodies the entrepreneurial energy of an emerging growth company while serving the most vulnerable residents in our community. Our executive team is committed to providing exceptional value to our many stakeholders and donors while assuring employee satisfaction and the on-going development of a work culture and environment that increases and maintains morale, productivity, engagement, and the attraction and retention of superior people.

Development Coordinator Opportunity

Refugee Women's Alliance is hiring a mission-driven, detail-oriented development professional to join our Development and Communications team as a Development Coordinator.

We are looking for a team player to continue growing the organization's fundraising success and internal controls by entering and tracking donations in our donor database, providing timely gift acknowledgment, executing donation reconciliation with the Finance Department, managing and maintaining ReWA's donor database integrity, creating and producing various lists and reports from the donor database, and other related duties as outlined below. Note that other duties may be assigned.

Candidates must be comfortable working in a team setting. This position must also be comfortable traveling to our various locations.

Responsibilities

Development Administration

- Manage ReWA's gift acknowledgement and receipting process, ensuring donors receive timely and appropriate receipts, thank you letters, emails, cards, and calls in thanks for their giving
- Monitor, respond, or forward as appropriate all incoming emails in regard to gift inquiries, stock donations, and grant correspondence
- Aid in the planning and execution of ReWA events and activities, particularly our Annual Gala, International Women's Day and World Refugee Day
- Coordinate mailing of for annual giving/tax reports to donors
- Ensure all grants-related documents are filed in funder records, including copies of gift confirmation, checks, acknowledgements and other pertinent documents

Database Administration

- Correctly and efficiently enter all gifts received into the donor database (currently Salsa CRM)
- Maintain and update CRM/database standards and ensure compliance by current and new staff members
- Ensure and maintain the quality and accuracy of the development database (currently Salsa CRM), including conducting and/or coordinating regularly scheduled maintenance activities, such as duplicate review, records quality/accuracy standards review, dedications resolution, primary and secondary donor reviews
- Monitor new features of the database and inform staff of relevant updates

Reporting and Data Analysis

- Partner with Director of Finance on monthly gifts reconciliation and update CRM records as necessary
- Serve as Fund Development team's primary resource for quality control of data and the database
- Design, create and generate donor, metrics, dashboard and other development reports to support CDO in tracking on all priorities and goals
- Serve as Fund Development team's primary resource for quality control of data and the database
- Support finance during annual audit

Annual Fund

- Occasionally assist in prospect research of potential donors, partners, funders and volunteers
- Partner with Chief Development Officer and Annual Giving Officer to build and support sustainable donor cultivation and stewardship program
- Support activities to strengthen ReWA's culture of philanthropy
- Support tabling and other donor, volunteer and prospect outreach events and partner with development team in attending and learning about ReWA's programs

Other Duties as Assigned

- Support CDO in scheduling, operations, communications and administrative activities, as requested

Qualifications

- Minimum of one year experience in fundraising department documenting gifts, generating tax receipts and reports and sending acknowledgement
- Personal passion for ReWA's mission, vision, and values on behalf of the immigrant and refugee clients we serve
- Commitment to working in a culturally diverse environment; some background in diversity, equity, access and/or inclusion training and work is preferred
- Demonstrated database experience and skills, including database quality control and reporting conventions (experience with Salsa CRM a plus)
- High personal integrity and ethics, with a deep respect for discretion and confidentiality
- Ability to work independently, as well as establish and maintain harmonious relationships and partnerships with staff colleagues, donors, vendors and partners

Salary and Benefits

The range for this position is \$23-25 per hour, depending on experience and qualifications. In addition to a competitive salary, this role also receives a robust comprehensive benefits package that includes health insurance, dental, vision, LTD, life insurance, vacation, sick leave, paid holidays, 403(b) plan and other benefits.

To Apply

ReWA is committed to a diverse candidate pool, values and inclusive workforce and workplace environment and wishes to minimize or eliminate the impact of implicit bias during the search and hiring process. Women, minorities and other underrepresented groups are especially encouraged to apply.

Review of applications will begin immediately and continue until position is filled. To where/whom.

ReWA is committed to providing a safe and secure staff and client environment. Employment at ReWA is contingent upon a successful background check on each new employee. Candidates to whom an offer of employment is made will be required to sign a Release of Information Form authorizing ReWA to conduct a thorough background check.

Equal Opportunity Employer

ReWA is committed to the principle of equal employment opportunity for all qualified individuals. All employment decisions are based on business needs, job requirements and individual qualifications, without regard to race, color, religion, sex (including pregnancy and gender identity), national origin, political affiliation, sexual orientation, marital status, disability, genetic information, age, membership in an employee organization, retaliation, parental status, military service, family or parental status of any other status protected by the laws or regulations in the locations where we operate.