



the Service Board

JOB DESCRIPTION

JOB TITLE: Development Coordinator

REPORTS TO: Executive Director

DIRECT REPORTS: N/A

the Service Board (tSB) builds community through the power of youth. We mentor youth to conquer real-world challenges through outdoor adventure, environmental and social justice education, and public service. As a youth-led organization, our vision is for young adults to see themselves as capable of fostering a more equitable future. We are looking for a **Development Coordinator** to join our small, but mighty, team to support our fundraising operations and development efforts.

This is a full-time, exempt position that will be primarily remote. In person attendance may be required for scheduled staff and event volunteer training, team meetings, event prep and execution, etc.

REQUIRED QUALIFICATIONS

- 1-2 years of previous work experience in the nonprofit industry, public service, corporate responsibility or nearest equivalent
- Bachelor’s degree or equivalent work experience
- Experience and success coordinating logistics for fundraising events, campaigns or similar activities
- Experience with donor management or relationships tracking systems (i.e. Salesforce, Bloomerang)
- Strong research and writing skills
- Strong interpersonal and communication skills, including experience working with various stakeholders and collaborating in a diverse and dynamic team environment.
- Ability to work some weekend and evening events in person, as required
- Ability to occasionally lift up to 50lbs and stand for long periods of time during 3 - 4 events per year

DESIRED SKILLS

- Some knowledge of or interest in winter sports and outdoor engagement is extremely beneficial
- Track record of cultivating, soliciting, and stewarding gifts and/or donations
- Demonstrated analytical and evaluative skills to effectively interpret information
- Energetic and enthusiastic demeanor that takes initiative and possesses a high tolerance for ambiguity
- Experience with and understanding of serving diverse communities
- Ability to participate in occasional, all expenses paid travel within Washington and Oregon for overnight and multi-day retreats and conferences.
- A valid driver’s license and clean driving record

Roles/Responsibilities	% of Time
<p>Fundraising Campaigns and Events</p> <ul style="list-style-type: none"> ● Supports the execution of annual fundraising and communications strategy ● Coordinates and executes logistics for major fundraising event, including annual gala ● Develops and execute digital and in person fundraising campaigns throughout the year ● Develops and maintain relationships with event and campaign volunteers ● Develops and maintain relationships with in-kind donors and event vendors ● Coordinates feedback and data collection around event quality and engagement 	<p>50%</p>

<p>Grant Writing & Administration</p> <ul style="list-style-type: none"> ● Serves as primary contact for funder and supporter inquiries ● Conducts grant research, prospecting, writing and reporting ● Monitors and updates grant calendar and timelines ● Provides quarterly grant updates and progress to team and leadership ● Coordinates with team members to evaluate eligibility and develop proposals ● Supports administrative functions for all fundraising activities 	<p>35%</p>
<p>Donor & Partner Stewardship</p> <ul style="list-style-type: none"> ● Serves as primary contact for donor inquiries ● Assists with stewarding strategic partnerships ● Monitors and updates donor database, including gift entry and profile management ● Responsible for donor appeals, acknowledgements and reporting ● Assists with development of external communication to donors to build fundraising visibility, including marketing materials, annual report and social media 	<p>15%</p>

COMPENSATION AND BENEFITS

- 32 - 40 hours/week
- Pay rate range: \$44,000 - \$48,000, dependent upon experience and education
- Medical, Dental, Accident Insurance and Retirement (after 90 days)
- PTO, Sick Leave and 14-Day Organizational Rest Period in Dec
- Professional Development and Wellness support
- Lift Tickets, Retail and Partner Discounts

TO APPLY

Please submit a **resume**, **cover letter** and **writing sample** to info@theserviceboard.org by **September 30, 2022**. Interviews conducted on a rolling basis and position will remain open till filled.

tSB is an equal opportunity employer and is committed to fostering an environment that welcomes and embraces equity, and in compliance with applicable laws, tSB does not discriminate on the basis of race, color, creed, religion, national origin, sex, disability, age, veteran status, genetic information, sexual orientation, gender identity or expression, or marital status.

Candidates of color and those familiar with our programs are strongly encouraged to apply.