

Development Assistant

The Washington Wildlife and Recreation Coalition—a nonprofit conservation education & advocacy group—seeks an enthusiastic and motivated Development Assistant to assist with events, fundraising, and administration. This is a 6-month contract position. This entry-level position offers an opportunity to strengthen your fundraising, event planning, communications, and organizational skills in support of our mission to ensure robust public funding for the great outdoors throughout all of Washington’s diverse communities.

The Coalition is governed by a high-powered, 50 member board of directors that includes former Governors, sitting state legislators, businessmen and women, and non-profit leaders. An ability to respectfully represent the bi-partisan nature of the Coalition among a broad range of individuals and interest groups is required.

Position responsibilities include:

- **Special Events:** Development Assistant will play a key role in planning and executing the Coalition’s Annual Breakfast, including logistics, fundraising, communications, program development, execution, and follow-up.
- **Fundraising:** Development Assistant will help with a variety of fundraising tasks, including processing donations and donation acknowledgments, database management, prospect research, and donor/member solicitations.
- **Writing:** Development Assistant will build messaging skills in translating wonky policy language into a compelling narrative, including for grant applications and reporting, fundraising appeals, and collaterals.
- **Non-Profit Environment:** Development Assistant will play a key supporting role within a small team, and will help with other projects, as assigned, including (but not limited to) data entry, communications, mailings, policy research, website updates, and meeting management.

Qualifications:

- Bachelor’s Degree in related field
- Strong written and verbal communication skills - comfort with making regular phone calls to strangers, networking at public events, and interacting face-to-face with new acquaintances
- Experience planning and executing a variety of events
- Strong editing and internet research skills
- Demonstrated attention to detail and high level of organization
- Working knowledge of the Microsoft Office suite
- Ability to juggle multiple tasks in a deadline-driven environment
- Ability to respond well to guidance but work independently

Desirable Skills:

- Nonprofit fundraising experience
- Experience with Salesforce or similar CRM
- Experience working with diverse stakeholders

HOW TO APPLY

admin@wildliferecreation.org

Applicant screening will begin immediately, and applications will be accepted until May 4, 2018, or until the position is filled. Applicants are encouraged to apply early.

To apply, please send a cover letter addressing your interest and qualifications, along with a copy of your resume, to admin@wildliferecreation.org.

Please use "Development Assistant" as your subject line. No phone calls please.

BENEFITS

This is a 6-month contract position.

There is no paid vacation or sick leave for this position; unpaid vacation can be negotiated with supervisor with sufficient notice.

A subsidized ORCA transit pass is available.

The Washington Wildlife and Recreation Coalition is an equal opportunity employer

LEVEL OF LANGUAGE PROFICIENCY

English (Professionally Fluent)

PROFESSIONAL LEVEL:

Entry level

MINIMUM EDUCATION REQUIRED:

4-year degree