



<b>Job Title:</b>	Development Coordinator
<b>Department:</b>	Development
<b>Reports to:</b>	Senior Development Manager/Director of Development & Community Relations
<b>Schedule:</b>	Part-time, 25 hours/week, flexible schedule negotiable
<b>Salary/Benefits:</b>	\$21.00 - \$24.00 range, DOE PTO/9 Paid Holidays/2 Personal Days Health/dental insurance (75% paid), 403(b) Retirement Option

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## **About Us:**

**We are the place to work if you thrive in an energetic, responsive, and innovative setting.** *The mission to help kids reach their full potential tomorrow by meeting their needs today.* That means we seek donations of gently used and new clothing and gear for kids, raise money to purchase essentials, recruit and support thousands of volunteers who sort and pack the supplies, and connect with more than 200 partner providers in King, Kitsap, Pierce, Mason, and Snohomish counties. EBC staff and committed volunteers didn't miss a beat in providing service during the pandemic, even expanding services and working with more community-led and community-driven organizations in our region.

The immediate, tangible assistance kids and families receive through EBC provides the tools caregivers need to care for their family, and the essentials kids need to grow up healthy. Through a network of agency partners, more than 1,700 children each month get what they need, when they need it. Founded in 1990, EBC annually distributes more than 150,000 product orders for kids in central Puget Sound. Because of EBC, children, ages birth through 12 are warm, safe, and healthy.

EBC – Eastside Baby Corner is committed to advancing equity through our work. We value a diverse workforce and an inclusive culture, and are committed to diversity, equity, and access in all areas of our and workplace culture. We encourage qualified individuals of every race, national origin, religion, age, disability or ability status, veteran status, sex, sexual orientation and gender identity and expression to apply.

## **About the Position:**

The Development Coordinator will support EBC's major events and other fundraising efforts. In this role, you will be responsible for working together with the Development & Communication team to help coordinate all aspects of annual fundraising events as well as additional development projects or events. The Coordinator will cultivate and manage positive relationships with event attendees, sponsors, and prospective donors by elevating the donor's event experience. The scope of work will

include event registration management, fulfilling sponsorship agreements, procuring in-kind donations for events, supporting procurement/event committees, coordination of volunteers, responding to event inquiries and leads, event database management.

In addition, the Coordinator will assist with the successful planning and execution of smaller events including celebrations, donor cultivation events, and donor appreciation events. The Development Coordinator is passionate about EBC's mission and will serve as a key member of the Development and Communication Department.

### **Major Areas of Responsibilities (70% +)**

- Assist with the planning and preparation for major event(s); may include timeline management venue and catering logistics, invitations and other collateral, auction or raffle procurement efforts committee support, general pre-production details auction software/database coordination and day-of event logistics (such as name tags, decorations, auction item coordination, greeting, volunteers, technology needs, etc.) and day-of event management.
- Work with the Development team to increase participation in major events and revenue with a focus on the audience and donor experience, including donor and partner outreach, including event team/table captains, and event volunteers, event registration, attendee stewardship and appreciation, donor acknowledgements and other duties as assigned
- Perform customer service and troubleshooting for major events
- Support the development and execution of all event logistics for other (non-major) events, including relationships with vendors, speakers, guests, volunteers, and sponsors.
- Coordinate with colleagues in Development and Communications on event marketing plans and implementation, including support of event video production, online marketing tools, collateral design and production, and social media strategies
- Stewards peer-to-peer fundraisers and supports community fundraising events as assigned
- Cultivates and manages positive relationships with gift-in-kind donors that result in sponsorships and other annual gifts, (e.g., converting auction item donors into annual event sponsors).
- Coordinate with department colleagues to ensure accuracy in the development of mailing lists and mailing processes with staff, vendors, and post office

### **Other Duties (20%)**

- Tracks event, and stewardship data in RE NXT database, including activities, comments, correspondence and other actions.
- Other duties as assigned
- Serve as back-up for the Development Database Specialist as needed

### **General Responsibilities (10%)**

- Participate as a supportive and collaborative member of the Department including growth and learning in DEI initiatives.
- Play a key role in developing department's annual strategic fundraising plan and timelines
- Perform the role in a way that reflects the values of EBC

- Develop and maintain good working knowledge and real-time awareness of EBC’s current initiatives and objectives
- Collaborate with and across teams to achieve the mission, vision, and fundraising goals of the organization
- Demonstrate teamwork and open communication
- Demonstrate organizational skills and a have detail-oriented approach.
- Handle highly confidential materials and maintain confidences.
- Assists the Director of Development & Community Relations as needed

**Working Conditions** *(conditions that may impact the job, including physical requirements or conditions)*

- While performing the duties of this job the employee is in a typical office environment and is required to regularly sit, talk, or hear. Requires ability to travel between the offices and nearby EBC Hub. Frequent use of computers and related equipment is required. Occasional lifting of up to 30 pounds may be needed. Reasonable accommodations may be made to enable individuals with disabilities who are otherwise qualified to perform the essential functions.
- Ability to work evening and weekend hours as needed
- Valid Washington State driver's license, proof of insurance, or the ability to fulfill timely and extensive travel requirements across widespread regional geography
- A background check will be required before hire.

**Qualifications & Competencies**

- At least one year of experience working in fund development, ideally including one or more years of experience in fundraising event planning and coordination.
- Excellent listening and communication skills for building relationships with existing and potential donors and partners and telling the story of EBC.
- Exceptional organizational skills and the ability to manage multiple projects concurrently, set priorities, follow through and meet deadlines.
- Commitment to professional integrity and the AFP Code of Ethical Standards
- Technological savvy and analytical abilities to utilize donor tracking systems and measure progress.
- Proficiency in Microsoft Office and donor database software; experience with Raiser’s Edge a plus.

**How to Apply:**

- Resumes and cover letters to [HRAdmin@babycorner.org](mailto:HRAdmin@babycorner.org)
- Open until filled.
- Process: phone interview for candidates, in-person (or Zoom if necessary) interview; final candidate(s) will be asked for references; if needed, a 2<sup>nd</sup> in-person interview may be scheduled

*Eastside Baby Corner is an Equal Opportunity Employer. Qualified candidates receive consideration for employment without discrimination based on age, ancestry, color, creed, gender identity, marital status, military status, national origin, parental status, political ideology, race, religion, sex, sexual orientation, the non-job-related presence of any sensory, mental or physical disability, or any other characteristic protected by law.*