Organizational and Position Summary

Rebuilding Together Seattle is the leading community revitalization partner focused on addressing substandard, unsafe, and unhealthy housing conditions. As part of the national Rebuilding Together network, our 145 affiliates repair 10,000 homes annually with the help of nearly 100,000 volunteers. We leverage resources and partnerships to offer home repair and modification services to low-income homeowners and nonprofit facilities at entirely no cost to them. Our coordinated approach between residents, volunteers, municipalities, nonprofits, businesses, foundations, and other partner organizations builds and sustains safe, healthy, and thriving communities. More than housing repair, we improve health outcomes, stabilize housing and homeownership, and reduce the need for new affordable housing. Our work preserves treasured memories and restores social networks, while celebrating community through the strengthening of our neighborhoods. Together we rebuild homes and transform lives.

Rebuilding Together Seattle (RTS) is seeking a kind, dedicated, and exceptionally organized Development Coordinator to join as an integral member of our small, but mighty team. Reporting to and working closely with the Executive Director, the Development Coordinator is an events-heavy position with significant opportunities to assume responsibilities across a wide range of fundraising, relationship building, marketing, communications, and management activities. Our Development Coordinator will bring a growth mindset in fostering our culture of cooperation and expressing the values we create together as a staff.

Primary Responsibilities

Fundraising and Cultivation Activities (60%)

- Assume a lead role in planning and executing all fundraising events, including the Beer & Wine Tasting, Safe and Healthy Homes Breakfast, and our Young Professionals Society (YPS) Sip & Support
- Manage event logistical details, serving as the point of contact for vendors (i.e. catering, venue, printing), supporters and sponsors, volunteers, tables captains, and attendees
- Create event communications such as save the dates, invitations, e-blasts, programs, and other marketing materials with professionals as needed
- Organize auction procurement efforts, working closely with the procurement team, and prepare auction materials
• Work with speakers to develop event programs and run of shows
• Record and track event data and constituent information, including budget information, registration lists, and results
• Coordinate other seasonal or special events such as capitalizing on arising fundraising opportunities, driving cause marketing campaigns, and overseeing donor and volunteer appreciation/cultivation events

**Individual Giving and Donor Stewardship (20%)**

• Collaborate with the Executive Director on updating and monitoring the annual development calendar to ensure year-round engagement and stewardship of individual donors
• Monitor and ensure the appropriate follow up occurs with donors and supporters
• Process donations, generate and track tax-receipts and acknowledgement letters
• Contribute to RTS e-news communications, drafting content for supporters and donors
• Arrange campaign logistics for individual solicitations such as our Home for the Holidays Annual Appeal, and Hearts Rebuilding Homes

**Corporate and Foundation Relations, Including Program Support (10%)**

• Conduct grant and sponsorship research
• Design and develop sponsor collateral as needed
• Fulfill sponsorship recognition and benefits, including communications such as social media and press releases, collateral like signage and t-shirts, website updates, etc.
• Complete matching gift forms and protocols
• Assist with program event logistics as requested, including activities such as photography, volunteer management, or communications activities
• Assist with homeowner interviews and communications related to sponsor and volunteer marketing and acknowledgement efforts

**Operations, Infrastructure, and Other Roles (<10%)**

• Manages data entry and development of our donor database (Little Green Light), email distribution (Constant Contact), and website
• Co-manage the Young Professionals Society with Program Manager
• Direct projects and assignments for Development Intern(s)
• Schedule and attend Development Committee meetings, attend Board meetings
• Assist homeowner applicants and other callers with information as needed
• Help ensure the smooth operation of the office and other duties as assigned

**Essential Qualities and Qualifications**

• Understanding of and belief in the organization’s mission, vision, and values
• Mission and values driven with a strong commitment to social justice
• Demonstrated experience and comfort in fundraising, soliciting for donations, and/or planning major events (Bachelor’s degree or higher and 2+ years of prior experience with housing issues and/or nonprofit development preferred)
- Good sense of accountability, strong dependability, and impeccable integrity
- Detail-oriented and proactive approach to managing time-sensitive and competing workloads
- A quintessential team player with a willingness to support colleagues outside of one’s primary responsibilities
- Emotionally intelligent and self-aware, including the ability to both ask for/receive and offer assistance or leadership when and where needed
- Open to and appreciative of feedback, responsive to direction and coaching
- Capable communicator with an astute eye for written and visual communication in particular (design or marketing experience, including ability to use design software a plus)
- Enthusiastic self-starter operating with sustained energy and showing great initiative
- Positive disposition and if not funny, at least good humored
- Comfort working with a diverse base of support and stakeholders, including homeowners, community leaders, volunteers, donors, other nonprofit organizations, agencies, and corporate partners
- Computer proficiency including Microsoft Office products, particularly Word, Excel, PowerPoint, and Outlook (experience with databases, auction software, and other electronic tracking systems a plus)
- Highly ethical, particularly in working with confidential or sensitive information, and the ability to pass a background check
- Flexible schedule outside of typical working hours, with the ability and willingness to work occasional nights or weekends as necessary
- Ability to provide own car, insurance, and valid driver’s license, or other means of travel throughout the greater Seattle area

**Application Process and Other Details**

**Limitations and Disclaimer:** The above job description describes the general nature and level of work to be performed; it is not meant to be an exhaustive list of all responsibilities, duties, and skills required for the position.

**Timeline:** Position will remain open until filled, though we expect to have our new Development Coordinator in place before July. Applications will be reviewed and candidates considered on a rolling basis. A mutually agreed upon start date will be determined at the time of hire.

**Employment Status:** This is a full time, exempt position.

**Compensation:** Salary range is $35,000 - $45,000, in accordance with demonstrated skills and relevant past success and experience. RTS recognizes 10 paid holidays and offers 20 days of paid time off each year.

**Confidential Application Process:** Email your resume and cover letter summarizing your interest, fit with qualifications, and experience to Caleb Marshall at cmarshall@rtseattle.org with Development Coordinator Position in the subject line. Please no phone inquiries; we will contact you should we want to move forward with a phone screening and/or interview.

**Equal Opportunity Employer:** Qualified applicants from all cultures and communities are encourage to apply.