

WASHINGTON STATE
OPPORTUNITY
SCHOLARSHIP

Position: Development Coordinator

Reports to: Development Director

FLSA Status: Exempt

Category: Full Time

Location: Seattle, WA

Salary Range: \$45,720 to \$55,880 DOE

SUMMARY:

Across the state, Washington has more science, technology, engineering, math (STEM) and health care jobs than it can fill, yet our higher education system cannot keep up with the demand for skilled employees. The Washington State Opportunity Scholarship (WSOS) is a unique public-private partnership designed to address our talent shortage. WSOS fuels the state's economy by providing scholarships and a continuum of support services to low- and middle-income undergraduates who are pursuing high-demand STEM and health care degrees in Washington state.

The Development Coordinator will work with members of the Development team to meet or exceed annual revenue goals. This individual will play a key role in supporting fundraising campaigns, external partnerships, projects and events including the annual OpportunityTalks Breakfast. This role requires the ability to perform tasks efficiently with accuracy and attention to detail. The successful candidate will be a team player with strong organizational and customer service skills who will collaborate with Opportunity Scholars and alumni as well as internal and external partners. The Development Coordinator is a key member of WSOS's five-person Development department which has an ambitious goal to raise \$100 million in private funds, matched dollar-for-dollar by the state, over the next six years.

KEY RESPONSIBILITIES AND ACCOUNTABILITIES:

- Perform accurate and timely donor data entry; gift, pledge and match reporting; donor acknowledgment; and database troubleshooting
- Manage electronic funds transfers, gifts of stock, vehicles, or other non-cash items
- Create mailing lists for events and maintain the Development communication schedule in collaboration with External Affairs
- Track event registrations, dietary needs, seating and table host requests
- Support events and donor meetings by creating name badges and attendee lists; ordering meals; and managing collateral printing, mailing and pick up
- Monitor fulfillment of sponsorship benefits for OpportunityTalks partners
- Solicit, train and supervise OpportunityTalks volunteers and Scholar participants
- Coordinate activities of WSOS alumni including email communication and execution of quarterly events
- Maintain the highest ethical standards of the fundraising profession

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1.206.800.8025 | WWW.WAOPPORTUNITYSCHOLARSHIP.ORG

POSITION REQUIREMENTS:

Education and Experience

- High school graduation
- 2+ years of nonprofit fundraising/development experience

Core Competencies

- Demonstrate commitment to collaboration through active participation as a team member, focus on accomplishing team goals rather than a personal agenda, and a willingness to contribute
- Provide evidence of a growth mindset through examples of taking initiative to expand knowledge and skills and regularly seeking feedback and coaching
- Show skills pertaining to developing and motivating others as shown by identifying positive attributes in others and concretely reinforcing them
- Demonstrate dedication to actions that promote social justice and racial equity

PREFERRED QUALIFICATIONS, KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of:

- Mission focused fundraising
- Database management
- Systems of power and oppression and how they impact the lived experience of students of color, first-generation college students and students from low-income families

Skill in:

- Clear, concise written and verbal communication
- Use of a donor/constituent CRM such as Donor Perfect or Raiser's Edge
- Use of Microsoft Office products and Smartsheet
- Project management

Ability to:

- Take direction and organize workflow, priorities and deadlines
- Work cooperatively and effectively with others to set goals, resolve problems, and follow through on implementation
- Demonstrate strong interpersonal skills and excellent customer service to internal and external partners
- Demonstrate adaptability and attention to detail
- Demonstrate sensitivity to donor information

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SCHOLARSHIP

- Thrive working independently and under supervision in an energetic, fast-paced team environment

LICENSES, CERTIFICATES, AND OTHER REQUIREMENTS:

- Valid Washington state driver's license or identification card
- Proof of a reliable means of transportation
- Pass a criminal background check.
- References will be required of short-listed candidates.

WORK ENVIRONMENT:

- Occasional lifting of up to 20 pounds; regular walking, sitting, bending, twisting, and reaching
- Completing work consistently on a personal computer in an open office floorplan
- Evening and weekend work supporting events 2 – 3 times per year
- Local travel up to 10 percent of the time

BENEFITS:

- Competitive salary commensurate with experience
- Health, dental, vision and prescription coverage; long-term disability, short-term disability and life insurance
- Paid time off (PTO) and holidays
- Matching 401(k)

HOW TO APPLY:

The position will remain open until filled. To apply, please send all of the following documents:

- Cover letter outlining your interest in the position
- Resume highlighting relevant aspects of your experience
- Personal diversity or equity statement (maximum of 300 words): *The purpose of this statement is to identify candidates who have professional skills, experience and/or willingness to engage in activities that would enhance organizational and educational equity.*

Please email the above to jobs@waopportunityscholarship.org

Equal employment opportunities and diverse staffing are fundamental principles of WSOS. To learn more about the Washington State Opportunity Scholarship, please visit www.waopportunityscholarship.org.