

# Development Coordinator

### Position Description

The Development Coordinator is responsible for all aspects of the agency's fundraising events and marketing. The Development Coordinator is part of the Administrative Team and is expected to interface with the Board of Directors by providing staff support to the External Committee and Ad-Hoc Committees as needed. This is a full-time, non-exempt position, which reports to the Development Director.

### Responsibilities

The duties of this position include and are not limited to the following:

#### Fundraising Events

This position is fully responsible for all aspects of planning and exceptional execution of agency fundraising events. This includes recruiting and training volunteers and managing every detail. This person is responsible for designing event materials that will include invitations, save-the-date's, programs, PowerPoints, and tabling event marketing materials and displays. This person will work with the Development Director to ensure there is consistent and community-centered messaging with the overall agency marketing plan. The Development Coordinator also works with the Development Director to recruit table captains, attendees, sponsors and item donations. This position is expected to work year-round on engaging donors and sponsors for events. Additionally, this position will coordinate non-agency events that benefit DVASAS.

#### Marketing

The Development Coordinator will work as a team with the Development Director to design event and other materials that have consistent branding and messaging. This position creates the agency marketing plan for distributing materials and marketing events. The Development Coordinator is also responsible for managing and maintaining the agency's social media accounts.

#### Administration

This position will participate in the development of organization goals and objectives. The Development Coordinator will provide staff support to the External Committee and implement the agency's External goals and objectives. The Development Coordinator will regularly report to and keep the Development Director fully informed on the conditions and progress of assigned projects. This person will attend general staff meetings to maintain a clear understanding of agency programs and a good working relationship with other employees.

#### Other

This job description is intended to outline areas of focus and responsibility for the Development Coordinator. It is not a complete list of tasks that are included in the position. The Development Coordinator is encouraged to use their experience and creativity to effectively implement the goals of the job. Weekly meetings are held with the Development Director to discuss new ideas or challenges.

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### Qualifications & Requirements

- BA or BS Degree in a relevant discipline.
- 5 years of relative experience.
- Extensive experience coordinating successful fundraising and awareness events.
- Fully proficient in Microsoft Office, Photoshop, and In-Design software.
- Ability to develop and maintain positive working relationship with donors, volunteers and the community.
- Excellent verbal and written communication skills.
- Ability to establish and maintain effective working relations with staff and associates.
- Commitment to respecting individual differences and serving diverse population.
- Positive, problem solving attitude with a willingness to provide and seek guidance from team members.
- Passion for ending gender-based violence.
- Individuals with additional language fluency in Russian, Spanish or sign language are preferred and will receive a 5% salary range premium after a successful probationary period.
- DVSAS is committed to respecting and reflecting diversity. Survivors are encouraged to apply.

### DVSAS Mission

The Mission of DVSAS is to support individuals affected by domestic violence sexual assault, and commercial sexual exploitation, and to lead the community toward ending those abuses of power.

### Pay Range

This is a non-exempt position that pays \$36,000—\$46,800 per year. Starting salary is generally offered within the beginning third of the pay range.

### Employee Benefits

DVSAS offers employee medical benefits, retirement, an employee assistance program, paid sick leave, and paid vacation.

### How to Apply

Submit a resume, cover letter, and application (found at [DVSAS.org](http://DVSAS.org)) to [Mhoglund@dvsas.org](mailto:Mhoglund@dvsas.org).

 **DVSAS** Domestic Violence and  
Sexual Assault Services  
*ending violence, transforming lives*

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**TOLL FREE**  
**1.877.715.1563**  
**24 HOUR HELPLINE**  
**1.360.715.1563**

accepts 711 and other relay calls  
Se habla español.