



## **Development Assistant**

Washington Policy Center (WPC) is a non-profit, independent public policy think tank that works to improve the lives of Washington state's citizens by providing accurate, high-quality and innovative solutions for policymakers, the media and the general public. We have a staff of 19, an annual budget of over \$3 million, and offices located in Seattle, Olympia and Eastern Washington. We hold approximately 70 events per year ranging from exclusive gatherings of 20-30 people to conferences and lunches for 200- 300 and our annual fundraising gala, the Annual Dinner, with over 2,500 attendees statewide.

The Development Assistant position offers a great opportunity to gain valuable fundraising, event planning and administrative experience in a non-profit environment. It is ideal for a recent graduate or someone with 1-2 years experience in office administration or fundraising work. The Development Assistant works closely with and reports to the Development Manager and Development Director, and also works with the Events Manager and President of the organization. This is a full-time position (40 hours/week) based in our Seattle office.

### **Key Responsibilities:**

- Daily processing of donations and updating donor information, using WPC's database, *The Raiser's Edge*
- Manage acknowledgment letters and tax receipt processes, working closely with the organization's President and Development Director
- Regular data entry and database management using *The Raiser's Edge*
- Assist with coordinating WPC's Annual Dinner, one of the largest policy gala events in the country and WPC's largest fundraising event each year, with over 2,500 people
- Assist with coordinating donor events and conferences
- Additional tasks include coordination of donor-relation mailings, such as monthly and quarterly in-house mailing projects, keeping donor files current, and attending weekly team meetings and monthly strategy meetings

### **Key Requirements:**

- Understand and support our mission to promote free-market solutions through research and education in Washington state
- High level of organization and attention to detail and the ability to manage and prioritize multiple projects at one time
- Ability to interact well with current and prospective donors in person, through email and over the phone
- Must exhibit sound judgment in confidential donor matters
- Familiarity with Microsoft Office products including Word and Excel
- Proficient writing skills
- Database experience preferred, but not required

### **Details/Benefits:**

- Start date: January 2018 (*possible training hours available in December*)
- Hours: Full-time, 8:30am-5:00pm, Monday-Friday, occasional evenings for events
- Compensation: \$35,000 - \$38,000, 90% employer-paid health (medical/dental/vision) insurance
- Vacation: 2 weeks paid (after 3 months), 10 paid holidays a year

**To apply, submit resume and cover letter by December 15, 2017 to:**

Tashina Kreilick, Development Manager, 206-937-9691, [tkreilick@washingtonpolicy.org](mailto:tkreilick@washingtonpolicy.org)