



## **Development Operations Coordinator**

### **About Washington Policy Center**

Washington Policy Center (WPC) is an independent, non-profit think tank that promotes sound public policy based on free-market solutions.

WPC improves lives of Washington state's citizens by providing accurate, high-quality research for policymakers, the media and the general public. Headquartered in Seattle with satellite offices and full-time staff in Olympia and Eastern Washington, WPC publishes studies, sponsors events and conferences and educates citizens on the vital public policy issues facing our region. WPC has an annual budget of over \$3 million and a full-time staff of 22. Broadcast, print, and online media throughout Washington and across the nation cover WPC's work regularly and seek out its policy experts for analysis and commentary. In addition, lawmakers routinely invite WPC to testify before legislative committees.

Through its research centers, Washington Policy Center focuses on eight core areas of public policy: Education, The Environment, Government Reform (budget & taxes, open government), Health Care, Small Business, Transportation, Agriculture, and Worker Rights.

At WPC we believe ideas, supported by sound research and promoted through publications, conferences and the media, over time, create an environment in which policymakers and citizens make sound public policy decisions. On average, we hold approximately 50 events each year. These range from exclusive gatherings of 20-30 people to conferences and lunches for 200-300 and our annual fundraising gala, the Annual Dinner, which encompasses 3 events across the state and gathers over 2,500 attendees.

### **The Position:**

Washington Policy Center currently has an opening for a Development Operations Coordinator on our 5-person Development Team. This is a regular, full-time position based in Seattle. The Development Operations Coordinator will work with the Development Team to help raise our annual budget and ensure we maintain top-notch stewardship and communication with our donors. The Development Operations Coordinator works closely with and reports to the Sr. Development Manager and Development Director and works closely with the President of WPC. There is no opportunity or overlap with policy research in this position.

Key functions include daily gift processing, production of tax receipts, database maintenance, and assisting stewardship of our new donors, trial membership participants, and monthly givers. We are looking for proactive team member who demonstrates motivation by taking initiative to seek out additional responsibilities to help the team and the organization achieve goals and is consistently looking for ways to improve processes and contribute. It's important for the Development Operations Coordinator to meet deadlines, goals and deliverables and demonstrate accountability for individual responsibilities as well as understand the connection to the Development team's work overall.

This role would be perfect for someone who is detail-oriented, skilled with technology, and has a strong interest data management and analysis. The ideal candidate would have 1-2 years' experience working in a database.

**Key Responsibilities:**

- Daily processing of donations and updating donor information, using WPC's database, *The Raiser's Edge*
- Manage acknowledgment letters and tax receipt process, working closely with the organization's President and Development Director to ensure donors are acknowledged in a timely manner
- Creates and maintains accurate donor and gift records according to organizational policies and procedures
- Assist with sponsor coordination and data entry for our largest events, the Annual Dinners
- Additional tasks include coordination of donor-relation mailings, such as monthly and quarterly in-house mailing projects, attending weekly team meetings and monthly strategy meetings, and regularly pulling reports and metrics
- Other duties as assigned

**Key Qualifications:**

- Understand and support our mission to promote free-market solutions through research and education in Washington state
- High level of organization, attention to detail and the ability to manage and prioritize multiple projects at one time with success and accuracy
- Skilled with technology with the ability to quickly learn new programs
- Ability to interact accordingly with current and prospective donors in person, through email and over the phone
- Ability to clearly communicate with employees in different roles
- Must exhibit sound judgment in confidential donor matters
- Experience with Microsoft Office products including Word and Excel
- Proficient writing skills
- Database experience preferred
- Bachelor's degree and 1-2 years' experience on a development team or similar field

**Details/Benefits:**

- Desired start date: January 2021
- Hours: Full-time, 8:30AM-5:00PM, Monday-Friday, occasional evenings for events
- Compensation: DOE, \$38,000-\$44,000, 90% employer-paid health (medical/dental/vision) insurance
- Vacation: 2 weeks paid (after 3 months), 10 paid holidays a year

**To apply, submit resume, cover letter, available start date and salary requirements by January 4th to:** Tashina Kreilick, Sr. Development Manager, 206-937-9691, [tkreilick@washingtonpolicy.org](mailto:tkreilick@washingtonpolicy.org)