



## *Donor Engagement Coordinator*

### **The position:**

Washington Policy Center currently has an opening for a Donor Engagement Coordinator on our five-person Development Team. The Development Engagement Coordinator will work as part of the Development Team to help raise our annual budget and ensure we maintain top-notch stewardship and communication with donors.

The Donor Engagement Coordinator position offers a great opportunity to engage Washington Policy Center supporters through access, education and events. The person in this position will gain valuable donor stewardship experience in a non-profit environment. It is ideal for someone with 2-5 years of experience in fundraising and wants to work on a high-functioning, fast moving and result-oriented team.

The Donor Engagement Coordinator reports to the Development Director, and works with the full Development team, and coordinates regularly with the Communications team and President of the organization. This is a full-time, temporarily remote position (40 hours/week). When the state opens back up, this position will be based full-time in WPC's Seattle office.

### **Key Responsibilities:**

- Develop and oversee WPC's Donor Engagement plan
- Connect donors and prospects to WPC's mission of improving lives through free market solutions through access, education and engagement
- Manage and execute all engagement activities including virtual and in-person events, phone banks and other stewardship activities
- Plan and execute Washington Policy Center's annual events as directed by the Development Director including event logistics and coordinating speaker contracts with speaker's bureau
- Manage WPC's annual events budget
- Responsible for Grassroots prospective donors and converting to Annual Fund donors through engagement activities
- Responsible for organizing and executing donor communication, working with the Development and Communications team and using WPC's database, *The Raiser's Edge*
- Manages Donor communication calendar and plan working closely with Development and Communications departments
- Coordinate and help execute event marketing and media for optimum attendance, working closing with WPC's Communications team
- Cultivate effective relationships with event vendors, speakers and donors
- Manage WPC's Annual Dinner event logistics in Spokane and Bellevue, attracting over 1,200 in each location
- Track and report on all engagement activity using *The Raiser's Edge*
- Work with staff to ensure that engagement activities further current and long-term organization goals and that all interactions with our programs reflect WPC's quality standards and mission

**Key Requirements:**

- 2-5 years experience in fundraising, donor engagement and/or event planning
- Understand and support WPC's 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
- Ability to work occasional evenings and weekends. Reliable personal transportation available during working and event hours is required
- Interest in working in an ever-changing environment with the commitment to grow rapidly and desire to work hard to create new and outstanding results
- Ability to interact well with event vendors and event attendees and donors through email and over the phone
- Must exhibit sound judgment in confidential donor matters
- Familiarity with Microsoft Office products including Word, Outlook and Excel
- Database experience preferred, but not required
- Ability to lift up to 50 pounds occasionally

**Details/Benefits:**

- Start date: ASAP
- Hours: Full-time, 8:30am-5:00pm, Monday-Friday, occasional evenings for events
- Location: This position is currently remote but will transition into working out of WPC's Seattle Office – 3404 4<sup>th</sup> Avenue South, Seattle 98134
- Compensation: \$50,000 - \$55,000 DOE, 90% employer-paid health (medical/dental/vision) insurance
- Vacation: 2 weeks paid (after 3 months), 10 paid holidays a year

**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.

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. 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 \$4 million and a full-time staff of 22. 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.

**To apply:**

Submit your resume and cover letter to Sydney Jansen, Development Director, [sjansen@washingtonpolicy.org](mailto:sjansen@washingtonpolicy.org)

Your cover letter should include the following:

- 1.) Your experience and why you are a good fit for the position**
- 2.) Your available start date**
- 3.) Your salary requirements**