



IMAGE COURTESY OF THE CITY OF SEATTLE AND JAMES CORNER FIELD OPERATIONS

## EVENTS MANAGER & DEVELOPMENT COORDINATOR

This position is open to all qualified candidates. Friends values diverse perspectives and life experiences, and encourages people of all backgrounds, communities and cultures to apply, including people of color, women, LGBTQIA, immigrants, refugees, people with disabilities, and veterans.

The **Events Manager & Development Coordinator** collaborates with the entire organization on fundraising and non-fundraising event execution, and drives a high level of donor stewardship activities. A successful candidate will value collaboration and strategic thinking, and possess demonstrated experience in planning and executing events.

**Key areas of experience are desired in the following areas of job responsibilities:**

### *Event Management (50%)*

- Ability to act as lead on fundraising and non-fundraising events as assigned to include coordination of invitation design and delivery in conjunction with the marketing team, management of event timeline and production schedules, oversight of RSVPs, and other responsibilities as needed
- Manage all event logistical details, including venue, catering, and decor, targeted invitations and follow-up plans, committee support, volunteer assignments; donor, sponsor and partner outreach
- Assist in creation of program materials and presentations as needed
- Bring fundraising and event expertise to cross-functional project planning to ensure that fundraising activities advance fundraising, program and organizational development goals are reached

### *Donor Stewardship (40%)*

- Working with development team, oversee execution of acknowledgement letters for donations and other printed, handwritten, and digital communications to steward donor relationships
- Work with fundraising leadership to analyze donor data and produce database reports to inform stewardship activities and annual giving programs; analyze data regarding past giving trends to provide analyses of program results and to plan for future segmentation and engagements
- Partner with Data and Impact Manager and fundraising team to develop effective campaign and annual fund reporting and lists and segmentation.
- Develop and drive stewardship plans for major fundraising events
- Assist development team in creating strategies to improve donor retention, and reengagement of dormant donors
- Work in collaboration with fundraising and marketing team to drive digital fundraising strategies and implement mini campaigns
- Bring creativity, innovation and drive to the development team, working with all team members on fundraising planning and strategic growth

### *Donor Communications (10%)*

- Donor communications development and delivery coordination with marketing and development teams
- Manage mass mail and email communications
- Assist donors with inquiries in partnership with the development team
- Oversee Annual Report mailing, and distribution of other reports and information as needed

### Preferred skills to meet job responsibilities (listed above):

- Bachelor of Arts degree or equivalent experience
- Two to four years of relevant professional experience
- A commitment to diversity, equity, and inclusion, and a willingness to participate in ongoing training; practice equity in daily work
- Excellent written and verbal communication, and interpersonal skills
- A high degree of creativity, resourcefulness, and energy
- Ability to manage projects independently and work as part of a team
- Experience and aptitude using Salesforce, or a similar CRM database, is required
- Basic knowledge and comfort level using Mac OS, Excel, PowerPoint, MailChimp and word processing software; Adobe CC experience is a plus
- Comfortable executing fast-paced, deadline-driven tasks in an open, busy work environment
- Availability to work evenings, weekends, and non-traditional work hours
- Ability to prioritize and handle simultaneous assignments while adapting to changing deadlines, priorities, and workflow with success and accuracy

### Position Needs, Knowledge, and Skill Sets:

- Strong relationship-building skills that support donor stewardship and successful events while taking into account the stakeholders, identities, and team members that are involved in overall park operations and park partnerships
- Flexibility and ability to adaptively manage events that support our core mission of access and inclusion to public spaces that are newly created
- Desire and Commitment to apply equity and inclusion lens to development grounded in analysis of collaboration with other departments like marketing and programming
- Strategic agility to lead development efforts while managing sensitive and confidential information with discretion
- Use creativity to inspire 'outside the box' thinking of tradition fundraising tactics with authenticity + transparency
- Ability to deal with ambiguity and constant change skilled with thoughtful communication and awareness of team dynamics

### ORGANIZATIONAL VALUES

Friends is an ambitious organization that welcomes diverse qualified team players who, like all members of the Friends team, possess a “do all jobs” mentality and strive to achieve excellence in all tasks. Friends offers team members the opportunity to take on significant responsibilities on multi-disciplinary projects in a collaborative, congenial work environment. While Friends is a 501c3 non-profit organization, Friends’ culture is more akin to a start-up with an entrepreneurial spirit compared to a traditional non-profit. Friends is committed to an inclusive, diverse, multi-cultural atmosphere that we envision for the future Waterfront Park. Friends seeks to employ and engage all communities and cultures including people of color, those with disabilities, and members of the LGBTQ community and to create an environment where everyone feels valued.

We are seeking applicants who are committed to stewarding a waterfront that serves all communities and cultures, passionate about serving the public, and desire to continually improve Seattle as a place to live, work and play with an entrepreneurial spirit.

### LOGISTICS

The **Events Manager & Development Coordinator** is a full-time, non-exempt position with a work schedule that requires flexibility to work some evenings and weekends. Salary range is \$55,000-\$65,000, depending on experience. Vacation, health care and dental coverage, and transit pass are paid by the organization. Ability to participate in defined contribution retirement plan with contribution by the organization. Send cover letter explaining how your experience meets the qualifications and experience needed for the position, along with a resume, to [recruitment@friendsofwaterfrontseattle.org](mailto:recruitment@friendsofwaterfrontseattle.org).