



Washington State Democratic Central Committee  
Job Description  
Development Coordinator

The Development Coordinator will work closely with the Development Director in implementing an annual fundraising plan and assisting in managing fundraising events and official meetings. S/he/they should be skilled in managing multiple, competing priorities simultaneously while maintaining a sharp focus on details.

The Development Coordinator will report to the Development Director, and work with the entire Party team. Salary is \$55,000/year, with health care, vision, and dental coverage. The position is part of a union collective bargaining agreement.

### Responsibilities

The Development Coordinator will assist in supporting fundraising operations and donor relations, including regular donor appreciation events and our monthly giving program, Blue Washington, as well as helping to implement the yearly fundraising plan.

### Duties Include

- Working with staff, consultants, and vendors on an aggressive fundraising strategy, including assisting the Development Director and consultants in implementing an annual fundraising calendar, including recurring donor acquisition, direct mail, email, events, and other targeted fundraising campaigns.
- Creating specific donor-focused materials that tell the story of the party's success and vision. These materials range from one-page reports to multi-slide decks.
- Translating political data into compelling stories for stakeholders.
- Managing the monthly giving program, Blue Washington, including direct donor contact and tracking, as well as developing longer-term strategies to grow the program.
- Coordinating every detail of event logistics for both the short and long-term.
- Maintaining donor and prospect lists and coordinating donor communications.
- Tracking of smaller donor recurring members and stakeholders and highlighting key trends.
- Handling the acquisition, sales, and distribution of State Party and program-specific merchandise.
- Acting as point of contact for local party leaders and members at events.
- Developing and conducting fundraising training for local party leaders and members.

### Requirements

- 1-2 years' experience in a fundraising role strongly preferred.
- Exceptional organizational skills.
- Excellent data and analytical skills.
- Excellent written and verbal communication skills. Ability to communicate clearly and proactively both internally and with external partners and vendors.

- A passion for social justice and a commitment to Democratic Party values.
- A friendly and professional member-first demeanor.
- A creative, fearless, and relentless approach to challenging fundraising goals.
- Ability to manage multiple projects independently.
- Proficiency in MS Office, including Microsoft Word and Excel is required, experience in NGP-VAN and ActBlue; online event registration software; and experience in graphic design software, such as Canva, Adobe Photoshop or Illustrator is preferred.
- Detail oriented and comfortable working in a fast-paced office environment.
- Superior organization skills and dedication to completing projects in a timely manner.
- Bachelor's Degree required.

The Washington State Democratic Central Committee strives to create a diverse, equitable, and inclusive environment and is proud to be an equal opportunity employer. We actively encourage applicants from historically underrepresented backgrounds, including first-generation college graduates, Black, Indigenous, and People of Color, people with disabilities, and people who identify as part of the LGBTQ\* community. All qualified applicants will receive consideration for employment without regard to race, color, religion, gender identity or expression, sexual orientation, national origin, genetics, disability, age, or veteran status.

Recruitment for this position will remain open until August 1, 2022. Candidates are strongly encouraged to apply now. To apply please send your resume to [kdeal@wa-democrats.org](mailto:kdeal@wa-democrats.org), along with a description of what interests you about the position. Consideration will be given to all qualified applicants who submit their resume by the time recruitment closes.