

JOB DESCRIPTION

Position: Operations and Administrative Specialist for Fund Development & Membership Training – Seattle Office
Reports to: Director of Advocacy and Membership Support
Classification: Non-exempt
Compensation: \$24.18 - \$25.82/hour DOE (35-hour week) plus generous benefits (medical, dental, vision, long-term disability, life insurance, retirement contribution after one year, and more)

The mission of the Washington State Coalition Against Domestic Violence is to mobilize our member programs and allies to end domestic violence through advocacy and action for social change. We improve how communities respond to DV and create a social intolerance for abuse, support our member programs, and inform the public. Guided by our Theory of Change, we work to undo the root causes of violence, building racial equity, economic justice, and gender and reproductive liberation to create a world where all people can live and love freely without fear. WSCADV's team approach facilitates the sharing of power and responsibility across positions.

This position will provide critical support for WSCADV's day-to-day operations with a focus on:

- **Back-end administrative and operational support for fund development and for training events;**
- **Membership renewals and constituent list management; and**
- **Newsletter production.**

This is an internal office support position. It is a great job for someone who enjoys organizing data, logistics, and timelines, supporting co-workers and teams, and doing vital back-end work on fundraising and other nonprofit operations. Valid driver's license and/or ability to travel periodically (e.g., to our Olympia office) plus occasional overnight travel (e.g., annual conference).

Primary Responsibilities:

1. **Fund Development Support:** Ensure accurate, timely administrative functions for fundraising, including:
 - Manage donor database, perform data entry, generate thank you letters, maintain files, conduct pledge reminders and fundraising queries, and reconcile with the accounting team.
 - Maintain giving avenues, such as workplace online giving accounts and data downloads, and online and "day of giving" platforms.
 - Provide administrative support to the annual appeal, Board of Directors giving and silent

auction, and fundraising parties.

- Assist with grants management tracking, grant proposal submission, and reporting.

2. **Membership Training Logistics & Support:** Provide back-end production and logistical support to ensure smooth production for WSCADV trainings, annual conference (as part of a team), and similar events. Typical tasks:

- Create publicity and online registration materials, and manage registration;
- Book venues, catering, interpreters, and occasional travel;
- Generate pre- and post-event participant lists, update attendance data in database, and compile evaluations;
- Reconcile payments;
- Communicate status of tasks with co-workers as needed, and work in partnership with training staff leads.

3. **Membership support:** Provide primary administrative support for WSCADV's membership application and renewal process, including:

- Administer annual membership renewals process.
- Data entry to update membership accounts and run regular reports.
- Keep email distribution lists updated across internal database and CRM system.

4. **Other general WSCADV staff member duties:**

- Perform other general WSCADV staff duties related to the annual conference, 5K, Advocacy Day, and other duties as assigned.
- Participate in domestic violence, multicultural, and anti-oppression activities and trainings and perform all work in a culturally responsive manner consistent with WSCADV's [mission](#), [Theory of Change](#) and [Principles of Unity](#).

Required Qualifications:

- Minimum two (2) years of experience in managing databases and/or providing administrative support, and minimum one (1) year of experience in fund development support.
- Technology:
 - Proficiency with: eTapestry or similar donor/CRM software application, and Microsoft Office products including Office 365.
 - Proficiency or ability to quickly gain proficiency in: OneCause, Asana, Zoom, and Constant Contact, and similar software applications. Working knowledge and high degree of comfort with basic hardware and software used in a regular office setting.

- Ability to maintain high degree of accuracy in data and donation acknowledgement, to exercise good judgment (e.g., memorial gifts), and to maintain confidentiality.
- Excellent planning and logistical organizing skills, including ability to use and manage a database, spreadsheets, timelines, and basic budgets.
- Good oral and written communication skills.
- Self-starter with strong ability to plan, independently manage workload, and complete tasks with minimal supervision. Strong ability to anticipate and solve problems. Adept at prioritizing multiple and competing requests for help.
- Ability to maintain calm, friendly, efficient approach with co-workers, membership, and the public, with recognition of a diverse range of communication styles in a highly interactive and productive work environment. Ability to work independently and in an interactive, productive team environment.
- Detail-oriented, good organizational skills, methodical.
- Flexible with ability to learn and adapt to ongoing changes in work duties, processes and technologies in a rapidly evolving nonprofit and the overall movement to end violence.
- Commitment to advancing WSCADV's [mission](#), [Theory of Change](#), and [Principles of Unity](#), including undoing racism, sexism, and other forms of oppression.

Preferred Qualifications:

- Experience with back-end fundraising support and event logistics.
- Ability to catch grammar and spelling errors when creating event-related materials.
- Experience in nonprofit organizations or Tribal social/health service agencies.
- Spanish, ASL, or other oral and written proficiency in languages common to Washington state is a plus.

To Apply: This position begins July 2019. To apply, please submit the following package by email:

- 1) A cover letter summarizing your interest in and relevant experience for this position;
- 2) Your resume. Please list technical proficiencies – high, medium, low.

Email to: emma@wscadv.org, subject line: Operations & Administrative Specialist Hiring – [your last name]

Applications must be received by 5:00 p.m. on May 17, 2019. No calls, please.

People of color, Native people, people from other historically marginalized communities, and survivors of domestic violence are especially encouraged to apply.