



Young Women Empowered

2524 16th Ave S. Suite 301 Seattle, WA 98144 | 206-519-2426 | www.y-we.org

Development Coordinator – Young Women Empowered

Job Title: Development Coordinator

Reports to: Development Director

Hours: 40/week

Compensation: \$40,000 - \$45,000

Duration: Ongoing; starting September 1, 2020

ORGANIZATIONAL SUMMARY

Young Women Empowered (Y-WE) delivers creative, innovative and transformative empowerment programs for diverse young women* in the greater Seattle region. We envision a society rooted in social justice, where all young women* live their truth, achieve their dreams, and change our world. Founded in 2010, we have grown from serving 50 young and adult women* annually to serving over 750 annually. The new Development Coordinator will be a warm relationship-centered organizational representative with a deep passion for building Y-WE's community of belonging through event management, donor relations support, and public outreach.

WHOM WE SERVE

Y-WE's mentorship and empowerment programs serve diverse young women*, ages 13-26, along with adult women* mentors, volunteers, and participants in the greater Seattle area. Each year, we directly serve 750+ girls and women* and benefit 2,000+ community members. Of current Y-WE youth, 70% are first or second generation immigrants; 85% are of color; and 90% are from low-income backgrounds. Y-WE is majority women-of-color-led, including our Staff, Board, and Youth Leadership Councils.

** those who identify as girls/women or people who were assigned female at birth.*

DEVELOPMENT COORDINATOR SUMMARY

Y-WE is currently looking to bring on a Development Coordinator. This team member will provide critical support to our development and communications department. The employee will work primarily with Y-WE's Development Director, as well as with Y-WE's whole Development Team & Co-EDs. This is an exciting opportunity for a development professional early in their career to make a big impact on a small team during a significant growth year. With countless opportunities to learn and contribute, the ideal candidate will be creative, energized, and ready to dive into the work upon hire.

Specific projects this detail-oriented employee will support include community events (Gratitude Brunch in November, Ignite in March, Partnerships, House Parties & Third Party Events), fall and spring fundraising campaigns, ongoing database coordination, ongoing administrative/development support, and more.

Young Women Empowered (Y-WE)

Job Description: Development Coordinator

RESPONSIBILITIES

Select tasks are highlighted below:

Event, Campaign, and Donor Relations Support:

- *Gratitude Brunch (November)*: support with planning and preparation for annual Gratitude Brunch including targeted invitations and follow-up, general pre-production logistics and day-of support.
- *Ignite (March)*: support with planning and preparation for Ignite (annual fundraising gala) including with mass communications (e-mail/social media), procurement efforts, donor and partner outreach, auction software/database coordination (Greater Giving), and all day-of logistics (such as name tags, decorations, auction item coordination, greeting, volunteers, technology needs, etc.)
- *Community Celebration (May)*: support with planning, preparation, procurement, including with invitations and follow-up, program planning, general pre-production logistics and day-of support.
- *Seasonal fundraising campaigns (fall and spring)*: help prepare plans and collateral for fall and spring campaigns, including support with communications plan, segmented donor lists, donor engagement, and more
- *House Parties & Third-Party Events (ongoing)*: Support with event coordination and arranging Y-WE representation at additional events and opportunities throughout the year as needed.
- *General Donor Relations (ongoing)*: Support with donor communications, recognition, and meetings as needed.

Database Management:

- Assist with updating Contact Reports and other relational information in LGL
- Under direct supervision of Development Director, assist with ongoing database coordination; possess ability and/or willingness to learn how to operate within LGL, and Greater Giving database systems

Other duties as assigned.

TRAINING & EXPERIENCE

Professional Experience:

- 1+ years of experience with event management
- 1+ years of experience with fundraising and donor cultivation
- 2+ years of experience working with people from diverse backgrounds and experiences.
- Strong written and spoken communication skills.
- Demonstrated ability to work effectively in teams.

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- Significant awareness/training around issues of equity, intersectionality, and belonging. A commitment to racial justice, gender justice, and transforming systems of oppression is required.

Education Level:

- College or Associate's Degree required, or equivalent professional experience.

Certificates/Licenses/ Requirements:

- Valid driver's license.
- Pass Washington State criminal background check.

COMPENSATION & HOURS

- \$40,000 - \$45,000, 40hrs/week; salary is negotiable;
- Phone provided by Y-WE for exclusive work use.
- Reimbursement for travel to Y-WE events, meetings and programs (Pre-approval required. Commuting to the office is not reimbursable.)
- Up to \$500/year of professional development trainings related to this position (trainings must be pre approved by supervisor.)
- Flexible scheduling & up to 50% remote hours options are available to all Y-WE employees.
- Up to 3 weeks of accrued PTO per year.
- Fully paid medical insurance through Kaiser Health & Delta Dental.
- Simple IRA retirement plan with up to 3% match.
- Life insurance and short term disability coverage.
- Public transportation stipend provided, if needed.

To apply for this position, please send your resume, cover letter, and two references to ywehr@y-we.org. Please put your name and "Development Coordinator Application" in the subject line of your email.

Application deadline is rolling. Desired starting month is September 2020. Please send any questions about the application process to ywehr@y-we.org.