

# Development Coordinator Wanted!



*The Peace and Justice Action League of Spokane* engages everyday people to build a just and nonviolent world with an intersectional racial justice lens, through grassroots leadership development and community organizing for peace, economic justice, and human rights. Now celebrating more than 40 years as an independent Eastern Washington community-based

organization, our priority campaigns in 2017 are to resist Trump and his regime, reject torture and war to honor human rights and shift funding to community priorities, defeat anti-immigrant and anti-Muslim racism and bigotry, and advance criminal justice reform to achieve racial equity, end mass incarceration, and win police accountability locally. Our leadership development programs support youth and grassroots people as leaders through internships, our Young Activist Leaders Program, our annual Peace & Justice Action Conference, workshops, and other programming.

**We are seeking a half-time Development Coordinator** to join our amazing team of 2 full time staff, 2-6 Organizers in Training, Young Activist Leaders, and 100+ active volunteers. The Development Coordinator reports to the Director and works 20 hours/week, with rare 30-hour weeks needed during event planning. PJALS offers paid holidays, paid time off, healthcare insurance reimbursement, and a flexible, family-friendly, pro-self-care organizational culture. Salary range: \$18,000-20,000 annually.

## **Responsibilities include:**

- **Develop annual development plan** (approved by Director and Steering Committee); plan and lead fundraising/ development strategies that are right for our strategic direction, culture/values, and capacity. Strategies include major gifts, annual membership donations and additional gifts, monthly gifts, events, sponsorships, etc, with an emphasis on donor appreciation at all levels.
- **Increase our capacity to build strong, appreciative, and long-term relationships** with folks at a range of donor levels.
- **Major gifts:** Identify, cultivate, solicit, and steward a portfolio of current and future donors.
- **Engage staff, volunteers (including Steering Committee members) and interns** in donor prospect identification, visits, asks, and events, with the goal of developing their skills and leadership in increasing capacity.
- **Manage multiple projects and project teams with multiple deadlines;** plan backwards and anticipate obstacles; identify and involve team members appropriately; use resources wisely. Use weekly workplans to accomplish objectives and priorities.
- **Events:** Coordinate, implement, document and follow up on all PJALS fundraising events.
- **Assure that donor data is up to date** in donor management database (Salesforce); analyze data to guide development strategies.
- **Create development materials** including invitations, letters, website content, and emails; promote events using website and social media.
- Plan and administer the annual fundraising budget.
- Represent PJALS at events as assigned.
- Assist the Director with grant applications and reports.

**Qualifications:**

- **Minimum of two years of nonprofit development experience**, including event and donor management.
- **Focus on results with appropriate attention to process & relationships:** Proven track record of planning and leading fundraising/ development strategies to increase capacity to build and steward strong, appreciative, and long-term relationships with donors at a range of levels.
- **Relationship-building:** able to connect authentically and build respectful relationships across difference; working across race/ethnicity, class, sexual orientation, faith, and other identities.
- **Project management skills:** Proven ability to be a self-starter and stay on top of multiple projects without dropping any balls and work with volunteer/staff teams effectively to accomplish objectives.
- **Demonstrated strong commitment to social justice;** passion for our mission and approach.
- Able to work some evenings and weekends when necessary
- Able to work independently.
- **Strong written and verbal communications skills** including the ability to effectively communicate the vision, mission, and approach of PJALS. Editing ability desirable.
- **Growth mindset:** Desire to sharpen your skills, continue to learn, and contribute to organizational success.
- **Strong computer skills** such as database analysis, Excel, googledocs, mail merge; able to learn our database quickly. Wordpress and graphic design skills are desirable.
- **Ability to lead workshops** to train on fundraising skills desirable.

**To apply:** Please send a resume and cover letter with 3 references to [lmoore@pjals.org](mailto:lmoore@pjals.org). Position open until filled.