



Development/Events Coordinator

Do you want to make a huge difference in the number one cause of death and disability for most age groups? Do you want to join an organization that is a national leader? The Brain Injury Alliance of Washington is the statewide organization working to prevent all preventable brain injuries and provide services and support to individuals living with a Brain Injury, their family members, and caregivers. The Brain Injury Alliance of Washington is seeking a full-time Development and Events Coordinator to support our fund development activities. Activities will include planning and implementing fundraising events, submitting and monitoring grants, coordinating direct mails campaigns, gift entry and database reporting, and coordinating volunteers. This position will work closely with the Development and Marketing Manager, Executive Director, and Committee Members. This person must have a "can-do" attitude, with an outgoing personality, positive attitude, talent for organization and ability to execute events and tasks with minimal supervision. Exceptional organization, accuracy and flexibility are required. Must interact well with staff, Board, donors and most importantly, those we serve.

The BIAWA is committed to diversity and encourages all to apply.

Minimum Qualifications:

- BA or BS preferred
- At least two (2+) years of event planning or development experience.
- At least two (2+) years database management experience.
- Must be computer literate with all Microsoft Office Applications. Proficient/Experienced with Microsoft Excel.
- Must be proficient in database management, data manipulation, and data summarizing.
- Experience with CRM Software required (Salesforce Nonprofit Success Package a plus)
- Experience with volunteer coordination and engagement.
- Experience in facilitation of large scale fund development events.
- Excellent written and verbal communication skills, including editing and proofreading.
- Ability to work well either independently or as part of a team.
- Good analytical and problem-solving skills.
- Must be able to work some week nights and weekends.
- While performing the duties of this job, the employee is regularly required to walk, stand, stoop, kneel and lift up to 25lb on a continuous basis. Must have valid driver's license and insurance coverage.

Duties:

- Lead the planning, organizing, and implementation of all in person and virtual fundraising events including the Brain Injury Gala, Walk, Run & Roll, Brain Injury Golf Tournament, and any additional fundraising events.
 - a. Support the coordination of additional organizational events, as needed.
- Manage fund development database using Salesforce - including gift entry, report queries, receipting of all donations
- Manage, track, and send donor acknowledgements
- Coordinate direct mail including printing and bulk mailings.
- Research new grant opportunities and lead grant applications from submission to project conclusion
- Coordinate volunteer program for a number of events/on-site activities
- Support Eblast creation and schedule for fund development activities.
- Set up and coordinate meetings for event committees/teams.
- Create process and program templates and timelines for standardization and to increase program efficiencies.
- Interact with clients, vendors, and visitors.
- Maintain confidentiality in all aspects of client, staff and agency information.
- Ability to work occasional weekends and evenings as needed.
- Other duties as assigned by Executive Director.

This is a full-time position: 40 hours a week, benefits including medical/dental and retirement are available after 3 month trial period; located in Seattle (working at home now with some portion (not all) in the future).
Salary Range - \$47,000 - \$51,000

Send cover letter and resume to; Paulined@biawa.org or mail to PO Box 3044, Seattle, WA 98114. We will respond only to those chosen for an interview. Thank you for your consideration.

www.biawa.org Position Open Until Filled; No phone calls