

# Development Assistant

Wonderland Developmental Center  
September 2016

Join our development team! The Development Coordinator is responsible for implementing the development plan as set forth by the Executive Director and Development Manager. Major focus will be on coordinating annual events, cultivating donors, and assisting with marketing and outreach efforts. This is a .50 position. Reports to the Development Manager. No direct reports.

To apply, email Rosie at [RCobos@wonderlandkids.org](mailto:RCobos@wonderlandkids.org). No phone calls please.

## **Chief responsibilities:**

### Events Support

- Work closely with Development Manager to implement development events plan.
- Lead initiative for auction item procurement for annual spring auction, securing minimum 300 auction items annually.
- Proactively solicit corporate sponsorship related to events.
- Prepare thank you letters, note cards, and other special recognition including for event attendees.
- Create promotional items as necessary including Save the Date cards, invitations and other propaganda
- Participates as a full-time member of the Community Team, clearly communicating key development updates and initiatives

### Funding & Outreach

- Raise Wonderland's profile in the local community, building relationships with neighborhood businesses and organizations
- Represent Wonderland and support Wonderland Program staff at community events and meetings
- Co-host bi monthly outreach tours and provide follow-up cultivation of guests

### Marketing & Communication

- Manage and execute quarterly newsletters from inception to completion
- Assist in production of articles for Puget Sound area media
- Assist in collection of client testimonials
- Assist in creation of annual appeal materials

## **Requirement Qualifications:**

- Advanced proficiency in Microsoft Office Suite including Excel and Word
- Must be an energetic professional with interest in fundraising and donor cultivation
- 2+ years of fundraising or outreach experience
- Excellent demonstrable technical (computer), database and online media skills
- Strong team-building skills
- Strong organizational skills
- Excellent time-management, organizational, and problem-solving skills a must

Competitive wages (DOE) \* PTO and generous paid holidays \* Flexible Schedules \* 401(k) retirement plan.

## **About Us**

Wonderland was founded in 1969 by a group of dedicated parents and the Choshi Junior Women's Club to help just three children with developmental disabilities. In 2016 we currently serve approximately 200 children ages birth to three with special needs and their families per month in north King and south Snohomish counties. We are located at 2402 NW 195<sup>th</sup> Place, Shoreline, WA 98177.

[www.wonderlandkids.org](http://www.wonderlandkids.org).

## Mission

Wonderland's mission is to empower families and their children with special needs to reach their full potential as they live, learn, and play.