



## **Development Coordinator**

Wonderland is hiring a .5 FTE development coordinator to manage donor database administration and assist with special events, and donor cultivation and stewardship activities.

**Overview:** Wonderland's development coordinator is responsible for the technical aspects of database management, process development and execution, donor stewardship and communication, gift processing and event support. Reports to the Director of Community Investment. No supervisory responsibilities.

### **Chief responsibilities:**

#### **Database Management**

- Input and update accounts in donor database, run reports, manage data clean-up and donor acknowledgement letter process.
- Implement processes and systems in place to streamline fundraising efforts using E-Tapestry.
- Work closely with DCI and other staff to develop and improve systems for tracking and managing data.

#### **Donor Stewardship and Communications**

- Assist with donor cultivation and stewardship through coordinating mailings and electronic communications (annual reports, donor appeals, renewals, cultivation and stewardship pieces).
- Help draft and send regular email communication to donors.
- Create and update calendar/production schedule of outreach activities, and assist with generating social media posts based on donor impact reports and other materials.

#### **Events**

- In collaboration with marketing and events team, assist in coordinating annual Gala and other events.
- Responsible for gala data management including auction items, guest management, payment management and assisting with general material preparation.
- Assist in coordinating additional cultivation events throughout the year (including managing RSVPs, agendas, materials, food, and venue).
- Recruit and schedule volunteers
- Perform other tasks as identified by the DCI.

### **Required Qualifications:**

- BA required
- 2+ years of development/fundraising/administrative experience in a non-profit setting.
- Proficiency in Microsoft Office and experience with donor management databases required. E-Tapestry experience preferred.
- High level of detail orientation, accuracy, organization, and event planning experience.
- Excellent verbal and written communication skills with focus on customer service.
- Ability to work independently and as a team player, to take initiative and prioritize multiple projects.
- Current criminal background check maintained for all employees
- Valid driver's license, current insurance and reliable automobile required
- Employees are mandated reports to DSHS or law enforcement of suspected abuse or neglect of a child.

- The position requires occasional weekend event work.
- Desire to build and strengthen equity practices and ability to view progress and challenges through an equity lens.

Salary range \$21K-23K for 20 hour work week \* Health & Dental Insurance \* PTO and generous paid holidays \* Flexible Schedules \* 401(k) retirement plan. Note: Benefits available to each employee dependent on FTE.

#### 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. We currently serve more than 270 children ages birth to three with special needs and their families per month in north King and south Snohomish counties. Our administrative offices are located at 2402 NW 195th Place, Shoreline, WA 98177.

#### Mission

Wonderland provides a strong and equitable foundation for children and their families with diverse needs and abilities to flourish through therapy, education, advocacy, and resources.

Wonderland is an Equal Opportunity Employer.

If interested, please email cover letter and resume to [ajacobus@wonderlandkids.org](mailto:ajacobus@wonderlandkids.org). No phone calls, please.

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