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**SCLC DEVELOPMENT COORDINATOR**  
**POSITION DESCRIPTION**  
**1/15/2014**

The Seattle Community Law Center (SCLC) is a specialty civil legal aid organization that provides accessible legal advocacy to people living with physical and mental disabilities so that they may obtain the resources necessary to overcome barriers to financial and medical stability. We further our mission through targeted advocacy projects that help people with Social Security disability issues.

SCLC is seeking to hire a passionate Development Coordinator to stand with us as we work with people who are living with disabilities and fighting for their economic and medical security. We are seeking an inclusive team player to accelerate the organization's fundraising success and public presence through the development and implementation of a strategic and targeted development and communication plan. The Development Coordinator will be chiefly responsible for coordinating our delivery on key fundraising strategies to achieve the short-term and long-term goals of the mission.

The Development Coordinator will report to the Executive Director, and is responsible for coordinating all activities related to attracting and securing the organization's contributed income. The Development Coordinator will grow our expanding individual donor base, lead the production of two key fundraising events, support SCLC's Executive Director in grant writing, strengthen relationships with our business sponsors and support overall marketing and PR activities.

This is a full-time exempt position that may require travel, and some nights and weekends.

**RESPONSIBILITIES**

**LEADERSHIP AND MANAGEMENT (10%)**

- Work collaboratively with the Executive Director to create a strategic development plan.
- Oversee progress toward contributions goal.
- Work with Executive Director to foster an organizational culture of philanthropy.
- Pro-actively build and steward strategic relationships with potential funders and community partners within the Alliance for Equal Justice and friends in collaboration with the Executive Director.
- Recruit, train, and mentor development volunteers and interns.
- Oversee the ongoing integrity of the donor database (LittleGreenLight) and processing of all gift entries and acknowledgements (and execute these, as needed).

## **MAJOR GIFTS, FUND DEVELOPMENT AND PLANNING (45%)**

- With assistance from the Executive Director, author and implement a measurable annual development plan to attract and retain a broad base of support from major donors, implement an annual giving campaign, maintain and develop business sponsorships, communicate with grantmakers, and increase workplace giving.
- Evaluate progress toward goals, prepare quarterly written reports for the board of directors and recommend changes or additions to the plans, as needed.
- Be responsible for implementing and managing all activities related to attracting and securing major individual gifts on behalf of the organization.
- Lead a targeted plan to identify and qualify major donor leads.
- Build outstanding relationships with donors and personally solicit major gifts.
- Engage the Executive Director, committee and Board members to personally cultivate and solicit major gifts.
- Develop and implement a compelling donor recognition and stewardship program.

## **EVENTS (30%)**

- Lead the successful planning and production of SCLC's annual fundraising events. These currently include the Evening of Stories (100 people), Annual Comedy Benefit (130 people) and board member house parties (1+ per year).

## **COMMUNICATIONS (15%)**

- Work in collaboration with the Executive Director to produce content for the newsletter, annual report, blog, and social media.
- Update website content as needed.

## **REQUIRED QUALIFICATIONS**

- Bachelor's degree and minimum 3 years of nonprofit experience.
- 2 to 5 years of increasing experience in broad based fund development, with a strong track record of securing gifts between \$1k and \$10k+.
- Demonstrated success in meeting fundraising targets.
- Demonstrated success developing outstanding relationships with individual and corporate donors.
- Experience in organizing groups of people and/or managing volunteers.
- Strong event coordination experience.
- Ability to work on multiple projects simultaneously, and prioritize tasks and responsibilities.
- Demonstrated ability to work within a team of staff, board, and volunteers alike to accomplish fundraising objectives.
- Ability to accept and strategically manage changes and to problem solve with speed.
- Demonstrated management skills, leadership skills, and organizational skills
- Extremely organized and detail oriented.
- Demonstrated ability to work independently, maintain self-motivation and persist in the

face of obstacles.

- Proficient in Microsoft Office.
- Proficiency with donor database software required.
- Highly motivated, organized, creative, self-directed and flexible.
- Positive attitude and sense of humor.

This full-time exempt position offers a salary of \$40,000 plus benefits. SCLC offers new employees two weeks paid vacation, medical benefits, a compelling mission, and fantastic co-workers!

To apply please submit a cover letter, a resume, and a 1-5 page example of written or graphic development communication authored or created independently by you. Submit materials to **Alex Doolittle** at [alex@seattlecommlaw.org](mailto:alex@seattlecommlaw.org). No phone calls please. This position is available immediately.