



Position Title: Development Coordinator – LETR and Community Engagement
Department: Development
Location: Seattle, WA (HQ)
Reports to: LETR and Community Engagement Manager

We are a catalyst for inclusion! Special Olympics Washington is the leader in sports, inclusive health and community building, empowering children and adults with intellectual disabilities to be valued on and off the playing field.

Summary:

The Development Coordinator will play a key role in the revenue growth of the Special Olympics Washington, primarily through special events and initiatives under the umbrella of the Law Enforcement Torch Run (LETR) Campaign and local area outreach.

Under the leadership of the LETR and Community Engagement Manager, this position will be charged with supporting all special events and activities focusing on planning, coordinating, executing, logistics and administrative support.

Key Responsibilities:

- Plan, coordinate and execute special event fundraising logistics, administration, festivals, as directed by supervisor
- Execute event registrations including attendee lists and check-in procedures, preparation of packing and inventorying, onsite logistics and support with volunteer and vendor management
- Assist in securing and coordinating all appropriate permits, licensing and insurance prior to events
- Manage post-event tasks including: scheduling and attending post-event wrap-up meetings, verifying communication with committees, vendors, sponsors and volunteers; gift processing, post-event incentive prizes and awards
- Participate in local community events and promotional activities to increase awareness and participation in special events (Kick-offs, street teams, packet pick-ups, etc.)
- Recruit and support volunteers, committees and fundraising groups
- Build, manage and provide reports for fundraising programs and tools, such as Classy.
- Coordinate implementation of terms for sponsorship agreements.
- Manage the social media platforms for the LETR Campaign statewide
- Coordinate aspects of annual State and International LETR Conferences to include travel arrangements, rooms, meals, etc.
- Assists in performing regular administrative duties; including but not limited to recording and tracking vendor contracts and payments, reviewing and submitting event related invoices for payment, writing acknowledgement and thank you letters, assembling donor solicitation packets, creating and updating donor/program related

forms, researching both monetary and in-kind funding sources, writing solicitation letters and executing mass mailings.

Required Skills:

- Experience with managing strategic relationships with a professional demeanor and customer service
- Foundational knowledge of corporate sales, fundraising methods and best practices; enthusiastic willingness to learn is required
- Excellent organizational skills with accuracy, time management, follow-through, attention to detail and communication skills
- Ability to write routine correspondence, e-mail and promotional materials
- Strong interpersonal skills and successful track record of collaboratively working with a wide range of constituencies, both internal and external
- A high degree of integrity that garners trust and respect of others
- Proficiency in Microsoft Office Suite, Google Docs, and other productivity tools
- Experience using Classy, CRM systems and Constant Contact preferred
- Ability to walk and lift boxed material – up to 50 pounds
- Ability to travel and work evenings and weekends as projects require

Education & Experience Requirements

- Minimum, Associate's degree, Bachelor's degree preferred, or
- 2-4 years non-profit fundraising and/or, communications, sales, marketing, event planning experience
- Experience with public speaking, group moderation and serving on committees

Additional Traits and Attributes

- Aptitude for taking on difficult challenges and complex situations with positive energy, sound judgment, and utmost integrity
- Must be able to prioritize, multi-task, and operate in a fast-paced environment
- A shared passion and commitment for Special Olympics athletes, families, volunteers and donors

Salary & Benefits:

This is an exempt, full-time position, with benefits: medical, vision, dental, life and disability insurance; 403(b) retirement plan; and vacation/sick time based on qualifying dates. Salary range is \$40,000-\$50,000k, DOE.

About Special Olympics Washington:

Through programming in sports, health, education and community building, Special Olympics Washington is changing the lives of people with intellectual disabilities. Special Olympics Washington can remove barriers and stigmas that people with intellectual disabilities face, and to share with the community the gifts and talents they possess. Everyone who comes in touch with Special Olympics Washington is impacted in a way that helps them strive to achieve their personal best.

Qualified candidates should send a cover letter and resume by email to Sarah Neighbors sneighbors@sowa.org. No phone calls, please.