



Community Engagement Coordinator

Reports to: Director of Community Engagement and Business Development

Classification: Regular, non-exempt, 32-40 hours per week negotiable (0.8-1.0 FTE)

Position Summary:

Do you want to “do good” in the world when you are *at work*? Do you want to build a successful career in fundraising, volunteer and donor engagement, or nonprofit management? This position will provide you with the opportunity to gain expertise in these areas by working with two accomplished leaders. We expect the position to grow and change as you do.

Building strong relationships with individual donors, corporate sponsors, and volunteers is at the heart of this job. The coordinator supports the success of 501 Commons’ fundraising and volunteer engagement activities. Your initiative, authentic interest in people, hospitality, natural curiosity, and adept use of technology will improve levels of affinity and trust with our volunteers and donors.

Responsibilities include, but are not limited to:

- Be the first point of contact for new Executive Service Corps and Volunteer Manager Corps members and support their success
- Manage the volunteer screening and onboarding process and work with program managers to recruit needed volunteers
- Support the Director of Community Engagement and Business Development in his work with the board of directors, board committees, and advisory councils in raising money from individual and corporate donors
- Solicit project feedback from clients and volunteers, and oversee the conduct of the annual volunteer survey
- Contribute to cultivation, solicitation, and stewardship efforts by preparing polished emails, promotional messages, proposals, and correspondence, and making telephone calls to individual donors, corporate sponsors, funding prospects, volunteer leadership, and volunteers
- Support the Arts & Development Program Manager in conducting the Catalyst for Fundraising Success and Springboard - For Arts & Cultural Organizations action learning programs
- Draft social media, newsletter, Confluence and website content
- Assure that the organization has accurate information by recording all substantive donor interactions and diligently maintaining donor, sponsor, volunteer, and prospect records in Salesforce
- Assist in planning and executing gracious events for volunteers, sponsors, and donors
- Other duties as assigned

Qualifications:

Required

- Minimum 2 years’ experience in a role that included administrative responsibilities
- Bachelor’s degree required or additional experience for a total of 5 years

- Demonstrated ability to communicate well verbally and in writing; excellent proofreading skills, and proficient use of Microsoft Word, Excel, and PowerPoint to create polished documents
- History of success in managing details and some experience using a database
- A well-organized problem solver who excels in developing and maintaining systems, and uses good judgment in decision-making
- Self-motivated, with the ability to both work independently to accomplish clearly-defined objectives and to be collaborative member of your team
- A knack for accurately prioritizing tasks and organizing work for maximum efficiency
- Polished, professional presentation that is warm, welcoming, and inspires confidence

Preferred

- Experience in fundraising, member relations, marketing, or volunteer management is a plus
- Volunteer or paid role(s) with nonprofits
- Salesforce experience
- Social media, newsletter, and website experience a plus

Work Environment/Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

This position operates in a professional office environment and routinely uses standard office equipment such as computers, phones, copiers and filing cabinets. Event setting is needed frequently.

The physical demands required to successfully perform the essential functions of the job include: talking and listening; standing; walking; sitting for extended lengths of time; keyboarding; occasionally reaching and bending; and driving. The employee must occasionally lift and/or move items over 25 pounds.

A minor amount of local and long-distance travel may be expected.

What we offer:

- An entrepreneurial and dynamic social enterprise that offers support and opportunities for you to develop talents, abilities and new skills that will contribute to your professional growth and advancement
- Collaborative organization where you'll work alongside highly-skilled professionals in our staff and Executive Service Corps
- Flexibility: Ability to set your own schedule within a M-F, 7 am to 7 pm timeframe, including working remotely and/or from home one day per week (subject to individual arrangements with supervisor)
- Generous paid time off
- Employer-paid health/dental/vision insurance and contribution for additional benefits

Salary Range: \$19-21/hour

Inclusiveness Statement:

501 Commons is an equal-opportunity employer and seeks to recruit, retain, and advance persons of diverse backgrounds within the organization. We believe that having a board, staff, and volunteer corps with diverse personal and professional backgrounds enhances our ability to meet our mission.

501 Commons is committed to providing an inclusive workplace that includes people of diverse backgrounds and fully utilizes their talents to achieve its mission. We are committed to fostering and supporting a workplace culture inclusive of people regardless of their race, ethnicity, national origin, gender, sexual orientation, socio-economic status, marital status, age, physical abilities, political affiliation, religious beliefs, or any other non-merit fact, so that all employees feel included, equal, valued and supported.

About 501 Commons:

Many nonprofit organizations lack the resources necessary to fully achieve their missions. 501 Commons bridges that gap by offering nonprofits across the Pacific Northwest a variety of consulting and direct services in areas such as management, technology, leadership development, finances, bookkeeping, human resources, and others. Thanks to the 500+ members of our Executive Service Corps who volunteer their time and expertise, we are able to provide \$1.5 million worth of affordable services to nonprofits on a sliding scale each year.

To Apply:

To be considered for this position, please submit your resume and cover letter to jobs@501commons.org with Community Engagement Coordinator in the email subject line. We look forward to hearing from you!