



Position: Part time, temporary Development Coordinator (potential for full-time)

Reports to: Development Director

The Development Coordinator is responsible for managing and executing a variety of support functions related to all elements of the organization's fundraising goals and reports to the Development Director. The best candidate will be highly organized, an exceptional communicator, interested in fundraising and taking on increasing levels of responsibility. Equipped with a proactive ability to identify opportunities to improve or streamline processes, the ideal candidate will be both self-motivated and comfortable taking direction.

**Responsibilities include, but are not limited to:**

- Perform research on potential sponsors or workplace giving targets
- Some writing
- Digital file organization
- Maintain calendar; Strategic look-ahead planning
- Data entry and database cleanup
- Event logistical support
- Special projects

**Qualifications**

The successful candidate will bring the following personal and professional qualifications:

- BA preferred
- Must be proficient in Microsoft software products
- Experience with Wufoo, Little Green Light and Greater Giving a plus

**Job Requirements**

- Accountable, organized, thorough
- Highly proactive
- Able to multi-task effectively and adhere to deadlines
- Proactively communicate key information to necessary staff

- Highly proficient at data entry
- Strong written and verbal skills
- Strong personal and professional integrity
- Alignment with Pasado's Safe Haven's Mission

**Employment:**

**Hours of work:** This job has a workweek of 20-30 hours

- The position is located in Sultan, WA (outside of Seattle)
- Flexibility for evening and weekend hours, as needed
- Due to the nature of this position, extra hours may be requested for which the employee will be compensated appropriately

**Interested candidates should submit a resume and cover letter to [PaigeR@pasadosafehaven.org](mailto:PaigeR@pasadosafehaven.org)**