

Job Opportunity

Development Coordinator

Wellness House, Yakima Washington

Wellness House Overview:

Wellness House is a one-of-a-kind, independent not-for profit that serves the Yakima Valley and surrounding counties. All services are free and we are open to any person, regardless of income, insurance or referrals. All volunteers and staff play a role in providing a safe place for those whose lives have been affected by the diagnosis of a life-altering illness, either personally or a loved one. This includes life-threatening illnesses such as cancer and hepatitis C. Clients may also be facing events or illnesses that are considered more “life-challenging” such as the loss of a loved one, depression or fibromyalgia and chronic pain.

Job Description:

The Development Coordinator will be responsible for building and sustaining a Development Office for Wellness House through a team approach. This position will work directly with the Executive Director to create, implement and maintain a donor centric program and fund development initiatives that will create a culture of philanthropy throughout the organization.

Main areas of responsibility will be the planning and implementation and fulfillment with positive fundraising outcomes in the following areas.

- Donor relations programs which will include donor acquisition, stewardship, and gift fulfillment strategies.
- The building of a strong annual fund and mail campaign following “The Better Fundraising Company” philosophy.
- Building and sustaining corporate partnerships.
- Scheduling weekly appointments to spend significant time making contact with existing and potential donors in person, by phone and through networking opportunities

Additional areas of responsibility include:

- Event coordination, sponsorship support and recruitment of event attendees and volunteers.
- Grants identification and assistance in the grant writing process.
- Donor Data maintenance and working with staff, as needed.

Other Information and requirements:

- Experience working with Nonprofits, Fund Development and/or Community Outreach.
- Work with minimal supervision while meeting project objectives accurately and timely.
- Strong verbal and written skills.
- Good Computer skills with experience in Word, Powerpoint, Excel and Social media
- Salary and Benefits depending on experience

How to Apply:

- Position Closes Monday, February 26, 2018
- Submit a resume and cover letter to Margaret Filkins, Margaret@wellness-house.org

Contact information: Margaret Filkins, Executive Director, Wellness House
210 S. 11th Ave #40; Yakima, Washington 98902

Wellness House, Yakima, Washington

Development Coordinator

Supervisor: Wellness House CEO

Job Description:

The Development Coordinator will be responsible for building and sustaining a Development office for Wellness House through a team approach. This position will work directly with the Executive Director to create, implement and maintain a donor centric program and fund development initiatives that will create a culture of philanthropy throughout the organization.

Main areas of responsibility will include the planning and implementation of activities in the following areas:

Donor relations program:

- Cultivation, donor stewardship planning and gift fulfillment strategy

- Prospect research

- Building a strong annual fund and mail campaign following "The Better Fundraising Company" philosophy

- Building and sustaining corporate partnership that will lead to a corporate giving campaign

- Scheduling weekly appointments to spend significant time making contact with existing and potential donors in person, by phone and through networking opportunities

Events:

- Event coordination, sponsorship support and packets, recruitment of event attendees and volunteers

Grants:

- Identification of opportunities

- Assist in the grant writing process

Donor Data:

- Work directly with staff on donor data updates

- Assist where needed in the maintenance of database

Supervision:

- The Development Coordinator reports directly to the Wellness House CEO and will work as a team with the Board of Directors, staff and volunteers

Other Information and requirements:

- Experience working with Nonprofits, Fund Development and/or Community Outreach.

- Work with minimal supervision while meeting project objectives accurately and timely.

- Strong verbal and written skills

- Good Computer skills with experience in Work, Powerpoint, Excel and Social media

Compensation and Benefits:

- Pay based on experience

- Generous Vacation and Holiday Paid Time Off

To Apply:

- Send Cover Letter and Resume to Margaret Filkins, Executive Director by FEBRUARY 26, 2018

- Margaret@Wellness-House.org

- Wellness House

- 210 South 11th Avenue, Suite 40

- Yakima, WA 98902