



Job Announcement: Individual Giving and Events Coordinator

Who we are: Conservation Northwest has a 30+ year track record of success protecting and connecting wildlands in Washington and British Columbia, and recovering our region's iconic wildlife including wolves, wolverines, fishers, lynx, and grizzly bears. Our M.O. is simple: connect the big landscapes, restore the most vulnerable wildlife, and protect our natural heritage for future generations. With an annual budget of \$2.9M, our 24 staff represent 4,000 members in Washington, British Columbia, and beyond. Our conservation community also includes more than 18,000 activists, supporters, and online followers.

Our Mission: Protecting, Connecting and Restoring Wildlands and Wildlife

Our Values: Adaptability, boldness, collaboration, empathy, equity, integrity, pragmatic idealism, rationality, tenacity

Conservation Northwest is an equal opportunity employer committed to creating an inclusive workplace that represents the diversity in our communities. Veterans and people with diverse social, racial, and ethnic backgrounds are encouraged to apply. All qualified applicants will be considered for employment without preference given to race, color, religion, sex, sexual orientation, gender identity, social background, or disability status.

Position Summary

We are looking for an experienced team member to partner with the Development and Communications teams in our Seattle office. This role will plan and implement fundraising activities focused on events (mainly our annual auction/dinner); midlevel donors and major gifts prospects; membership; campaigns and fundraising-focused social media; and business partnerships. We are looking for someone who is creative, flexible, collaborative, organized, passionate about the environment, and excited to join an evolving team.

Responsibilities

- Serve as lead for CNW's annual auction and gala dinner, coordinating with Development staff and the Board Auction Committee to oversee all parts of the event. This includes project management, event planning, and supervising a contractor and/or intern(s). Key activities include event logistics, guest list, back-end management of the online silent auction and gift processing, coordinating the event program, auction donations and sponsorships, and communications.
- Coordinate or manage other special events, such as donor briefings and community outreach events, working closely with Development and Communications teams.
- Engage in mid-level donor cultivation, developing new strategies, events and activities with a focus on both retention and upgrading donors.
- Donor research, analysis, and segmentation to identify key targets and create more focused communication materials.
- Contribute to or lead designing, drafting, and producing collateral and written materials for use by the Development and Communications teams. This will include both online and print

Web and email

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Seattle headquarters

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communications, such as donor appeals, newsletters, annual reports, mailers, program and impact one-pagers, new membership materials, blogs, and social media content.

- Develop and implement plans to grow and diversify membership base, including exploring ways to expand membership opportunities and benefits.
- Strategize and implement online campaigns, with an emphasis on appeal messaging, peer to peer fundraising, and social media.
- Engage in community relations and partnership opportunities with an emphasis on audiences not traditionally reached by CNW.
- Maintain and build corporate relationships and partnerships in support of auction sponsorships and broader opportunities for support.
- Collaborate with the Development & Operations Associate to support gift processing, revenue reporting and data management during peak giving times and absences.
- Provide other general Development support as needed.
- Support work of DEI committee helping CNW identify and achieve its DEI objectives, work and outcomes.

Skills and Qualifications:

- 4+ years of experience in individual fundraising, membership, online fundraising, or partner/sponsor development
- Undergraduate degree (or equivalent experience)
- Flexible, collaborative, creative, process/detail oriented, problem solving skills, ability to work independently, strong written and interpersonal communication, project management skills,
- Some event logistics and planning experience
- Strong writing skills, with writing/editing and collateral design/production experience
- Experience with membership programs, social media and online campaigns, peer fundraising, outreach and/or audience building
- Experience with cultivation and stewardship of midlevel donors and major gifts prospects
- Experience with partnerships and business relationships
- Environment and nonprofit experience/interest

Compensation

Employment type: Full time, exempt. Regular business hours with occasional work on nights and weekends.

Compensation: \$55,000-\$64,000, depending on experience.

Location: Seattle, WA office (flexible/hybrid negotiable)

Benefits: Includes medical/dental/vision insurance, Simple IRA, remote stipend, sick days, 12 paid holidays, and vacation starting at three weeks per year.

Please send a resume and one-pager cover letter detailing your interest in this position to Meghan Madden, Director of Development and Operations, at meghan@conservationnw.org with the job title in the subject line. Position open until filled.

Applicants granted interviews will be asked to provide references and a writing sample.

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