



Annual Fund Coordinator

Salary: \$19.37 to \$20.38/hour (\$40,280 to \$42,400 annually) depending on experience

Location: Tacoma, Washington

Position Type: Entry Level, Non-exempt, Full-time (40 hours/week)

Reports To: Interim Director of Development

About the Position: The Peace Community Center Development Department is a team of four interdependent colleagues that collaborate closely to achieve funding and service goals that ultimately provide equity educational opportunities for Hilltop youth. Our team is looking to add a dynamic new member with a background in fundraising, sales, communication, or marketing.

This entry level position is perfect for someone who is passionate about community, customer service and communication. The Annual Fund Coordinator is responsible for planning, executing, and evaluating a successful individual giving program to help Peace Community Center meet our fundraising and donor engagement goals. Responsibilities include database management; development of print materials including e-newsletters and appeals; implementation of the annual giving program; and overseeing donor events, with special emphasis on Peace Community Center's annual benefit event, *Learners to Leaders*. Candidates must demonstrate a commitment to diversity, inclusion, and cultural competence.

About Peace Community Center: Peace Community Center's mission is to create transformational educational experiences for Hilltop youth and families of promise empowering future success in college, career, and community leadership. Rooted in the Hilltop neighborhood of Tacoma, Peace believes that education is an integral part of a strong community.

Peace Community Center's Educational Programs: Peace Community Center offers a pathway model of holistic services that supports over 330 students annually in grades 2-12 to and through college and career. Our team provides scholars and families academic and social-emotional resources, enrichments and development resources to ensure scholars' academic and social-emotional development are positively impacted throughout their academic journey in school and home. In partnership with Tacoma Public Schools and students' families, our goal is for students to persist through a proven academic pathway model of success from elementary, middle to high school and graduate on-time to obtain a post-secondary degree, apprenticeship and employment opportunities of best fit.

To learn more about our programs and services, visit: www.peacecommunitycenter.org.

Anti-Racism Statement: Peace Community Center is committed to confronting systemic racism and all forms of oppression to promote personal growth, social justice, and reconciliation.

Faith Rootedness Statement: Peace Lutheran Church birthed Peace Community Center out of faith and a deep commitment of love for the Hilltop neighborhood, gifted Peace Community Center to Tacoma, and continues to closely partner with Peace Community Center to serve Hilltop youth and families today.



Primary Responsibilities

Partner with the Development Director to implement an individual giving program to increase engagement and participation of individual donors. Leadership includes developing and implementing plans for solicitation and stewardship and will provide excellent customer service to all donors and potential donors:

Mid-Level Donor Program

- Implement a mid-level donor program for donors who are currently giving at \$250-\$1,000 or have the capacity to make a mid-level gift on an annual basis
- Create engagement opportunities to strengthen relationships with PCC and our mission
- Solicit gifts through direct asks, phone, online, events, and mail
- Work with Development Director to create performance metrics and annual evaluation process for the mid-level program

Monthly Donor Program

- Build upon current monthly donor program to increase monthly giving participation and retention
- Manage a renewal and increase strategy for current monthly donors
- Develop regular stewardship opportunities targeted at monthly donors
- Annually assess progress in meeting established monthly donor program success metrics in partnership with Development Director

Annual Individual Giving Program

- Lead all activities for raising relationships and gifts from annual contributors, including solicitations through direct mail, phone, and online.
- Prepare content for mass communications such as email newsletters, web pages, annual reports, print newsletters, and appeal letters. Execute mass communications projects including large print and mail projects.
- Create solicitation and stewardship plans to increase retention rates, returned donor rates, and new donor rates.

Work with the development team on all fundraising and outreach event execution, with the expectation to take the lead as a project manager on department-led events:

- Lead all events, including the Center's annual benefit event, donor appreciation events, cultivation events, and solicitation events:
 - Establish and implement event timelines
 - Coordinate all event logistics
 - Recruit and support event volunteers
 - Develop event programs
 - Manage event budgets
 - Conduct post-event evaluations
 - Assist in soliciting corporate sponsorships
- Support staff and volunteers with guidance to create work plans for student showcase events and other organization-wide events.



Coordinate donor data and manage gift processing and donor stewardship. Duties include:

- Daily gift entry and coordinate donor acknowledgements
- Create and update donor records
- Maintain systems of tracking gifts, donor engagement, pledge reminders
- Support gift reconciliation and monthly reporting

The above statements are intended to describe the general nature and level of work performed by a person in this position. They are not to be construed as an exhaustive list of all duties that may be performed in such a position.

Experience and Preferred Qualifications

- Must be committed to the mission of Peace Community Center and have a passion and commitment to education equity
- Excellent written and verbal communication skills, including the ability to write persuasively in clear and concise language
- Bachelor's Degree in Communications, Human Services, Sociology, English, or a related field.
- 2+ years nonprofit fundraising experience preferred. A combination of 3+ years of related experience and education will be considered.
- Experience with database management or data entry preferred.
- Must be detail oriented, solutions-oriented, organized, and effective at using time and resources
- Experience taking initiative and excelling in a deadline-driven environment
- Ability to simultaneously manage multiple projects
- Ability to thrive both on a team and working independently
- Demonstrated commitment to understanding and dismantling racial inequities
- Skilled knowledge of Google Apps and Microsoft Office Suites
- The ability to demonstrate a friendly, courteous and professional manner while working with students and families, volunteers, external partners, school and Peace staff
- Skilled knowledge of Google Apps and Microsoft Office Suite

Compensation

Salary: Non-exempt, Full-time (40 hours/week) position with a pay of \$19.37 to \$20.38/hour (\$40,280 to \$42,400 annually) depending on experience

Benefits: Generous personal leave and benefits package, including paid time off; health, vision, and dental insurance at 100% employer paid premiums for employees and 50% for dependents; and 403(b) retirement plan with 3% employer contribution. The successful candidate will have flexibility to work-from-home and will have office space in our Tacoma office.

Application Process and Timeline

Please apply online by submitting your cover letter and resume via email to jobs@peacecommunitycenter.org. Please use the subject line "Annual Fund Coordinator Application." In your cover letter, please describe your interest in Peace Community Center and your qualifications for the Annual Fund Coordinator position. Early applications are encouraged. **Applications will be reviewed on a rolling basis.**

Incomplete applications will not be considered. No phone calls please. Finalists for this position must satisfactorily complete a pre-employment background check.