

Development Coordinator

Updated: 7/27/2022

Job Title:	Development Coordinator
Status:	Full-time
Reports to:	Director of Development
Location:	Main office in Wallingford, Seattle, with hybrid remote work options
Salary:	\$20 - \$22 per hour (equiv. \$41,600 - \$45,760) + Benefits



Tilth Alliance works in community with Washington farmers, gardeners and eaters to build a sustainable, healthy and equitable food future. For over 40 years, we've promoted and supported the adoption of organic, regenerative, sustainable growing practices by farmers and gardeners throughout Washington, worked to make the food produced by Washington farmers and gardeners more accessible and inspired people to enjoy growing, cooking, and eating food that is both good for them, for their communities, and for the environment. Education, collaboration and advocacy are foundational to our work, and equity, inclusion and advancing a culture of anti-oppression are critical outcomes expected of all the work we do.

Development Coordinator

A fabulous role for someone interested in building fundraising and marketing skills, keen to utilize their experience and continue to grow and develop. The ideal candidate for this new role in our team will be tech savvy, customer focused and methodical. At the core of the Development Team, you will gain valuable experience and exposure to different areas of work in a fun and fast-paced setting. Reporting to the Director of Development, your day-to-day work will be supporting the Communications Manager and two Development Managers through having your own distinct areas of responsibility.

Responsibilities Include:

Events & Volunteers (approx. 40%)

- Supports event planning process for our Edible Plant Sale, Farm Fest and annual Tilth Conference and other activities, including: inputting event development ideas, contractor and vendor communication, and gathering/inventorying event supplies and signage.
- Secures in-kind donations support for events such as volunteer booth refreshments, raffle prizes, etc.
- Is a key part of the on-the-day event team, including heading up the volunteer booth.
- Maintains volunteer data in our Salesforce database, and supports other staff to achieve this, ensuring Tilth Alliance can accurately report the impact of volunteer support.
- Supports the Development Manager (Event & Volunteers) in the set up and delivery of group volunteer work parties and volunteer trainings/presentations.

Marketing (approx. 30%)

- Assists with the development, collation and production of a series of regular e-newsletters, including those to farmers, class participants and donors.
- Supports the development of social media posts and other online content, as well as audience engagement.
- Maintains Tilth Alliance's outreach collateral, ensuring a good range of marketing material is always available.
- Graphic design support for the Communications Manager, as skills allow or develop.

Database & Donor Relations (approx. 30%)

- Fundraising data entry and gift acknowledgment letters and emails, ensuring accurate development records are maintained.
- Maintains report pulls, dashboards and mailing lists, particularly from our Salesforce database.
- Maintains and updates regular communication with donors and members.
- Leads monthly donor administration processes, such as membership renewal emails, and ensures monthly giving payments are recorded.
- Supports the Development Manager (Database & Donor Relations)'s liaison with community and workplace partners on opportunities to table or share information about Tilth Alliance.

Team and Organizational Collaboration

- Actively participates in Tilth Alliance's justice, equity, diversity and inclusion work, to ensure continual progress in being an anti-racist organization.
- Collaborates with all Development Team staff on creating, implementing, and managing goals and operating plans and takes an "all hands on" approach to ensure team success.

Desired Qualifications and Attributes

- At least 2 years' work experience; or combination of education and experience to successfully perform duties of the job.
- Proficiency in Microsoft Office; some experience in Salesforce or other CRM systems, online giving platforms, or other fundraising technology a bonus.
- Experience using Mailchimp (or similar email marketing platform) and the backend of social media management.
- Proficiency with Adobe Creative Cloud applications (Photoshop, InDesign, etc.) a bonus.
- Excellent interpersonal and communication skills, both written and verbal, which transcend diverse audiences.

- Demonstrated administrative skills, including recordkeeping, reporting, and organizational skills.
- Demonstrated ability to work effectively in teams, as well as provide high-quality service to a wide variety of internal and external constituents.
- Demonstrated ability to maintain a professional demeanor, especially while working in a fast-paced environment of constant demands and frequent interruptions.
- Demonstrated ability to work effectively with people of diverse backgrounds and promote a positive working environment, spirit of cooperation, and positive reactions to change.
- Commitment to maintain confidentiality and a high degree of accuracy.
- Self-directed and able to work independently as well as with a team.
- Interest in Tilth Alliance's mission.
- Must be willing to work occasional evenings or additional hours as required.

This is a full-time position that requires occasional evening and weekend work.

Benefits

- This role is eligible for benefits including medical, dental, vision insurance; employee-funded Flexible Spending Account for qualified childcare, healthcare, and transportation expenses; paid vacation, sick and holiday time. It is based at the main office in Wallingford, Seattle, with flexible options for some remote work.
- Tilth Alliance's vacation policy allows for accrual of 15 days in year 1 (and increases with service longevity). Rather than Tilth Alliance prescribing a standard list of holidays, each year an employee selects 10 dates they wish to designate as paid holidays – enabling them to celebrate personal, cultural, religious, or other significant events. A cross-staff committee regularly reviews organizational employment policies through an equity lens.
- Employees are offered access to a wide range of Tilth Alliance's classes for no charge, depending on availability.

How To Apply

Please submit a letter of interest and resume in PDF or Word format outlining your experience with the requirements listed above and why you are interested in this position. Email all materials to kevinmcaleese@tilthalliance.org with the subject line "Development Coordinator Application." Applications will be reviewed as received and interviews will begin as needed. Position is open until filled.

Tilth Alliance is proud to be an equal opportunity workplace dedicated to cultivating a diverse and inclusive work environment. We believe that diversity is essential to achieving our mission. Tilth Alliance is an equal opportunity employer and will not discriminate against any employee or applicant on the basis of age, color, disability, gender, national origin, race, religion, sexual orientation, veteran status, or any classification protected by federal, state, or local law. Women, people of color, and individuals from under-represented communities are strongly encouraged to apply.