



The Center for People of All Races

A voice and a hub for the Latino community
as we advocate on behalf of our people
and work to achieve social justice.

Position: Donor Relations Coordinator

Department: Development

Reports to: Development Director

Status: Regular, 40 hours per week

FLSA: Exempt

Date Established: 1/1/06

Last updated: 8/31/2020

El Centro de la Raza is a voice and a hub for Seattle and Martin Luther King, Jr. County's Latino community as we advocate on behalf of our people and work to achieve social justice. Through our comprehensive programs and services, we empower members of the Latino community as fully participating members of society. We also work to raise awareness with the public, and government, business and civic leaders about the needs of the Chicano/Latino community in the United States.

El Centro de la Raza is hiring a **Donor Relations Coordinator** to work under the supervision of the Development Director to manage the donations program, annual giving, Salesforce database, marketing and social media, and to communicate with the greater El Centro de la Raza community through the organization's bi-monthly eNewsletter.

The **Donor Relations Coordinator** is responsible for managing donor relations, soliciting gifts from annual donors and mid-level donors, and coordinates implementation of activities with fundraising staff including all aspects of data entry, gift processing, giving campaigns and producing gift acknowledgments according to industry standards. Communications includes coordinating a twice monthly eNewsletter, mass email communications, donor communication and some marketing and social media. This position is part of the Development Team and supervises fund development work-studies, interns and volunteers.

Primary Responsibilities:

- Create and send a twice monthly eNewsletter and other notifications to email list
- Identify, cultivate, solicit and steward Annual Giving including mid-level donors
- Coordinate recognition, stewardship, calls and thank you letters for all donors
- Process all donations and pledges including data entry in Salesforce
- Manage and reconcile all donations including in-kind donations
- Manage and update database records and contact information
- Design and mail appeal letters for in-kind, monetary and other requests
- Coordinate Annual Giving Campaigns including GiveBIG, Giving Tuesday and other online giving, appeal mailing and email campaigns, Staff Giving, Board Giving, etc.
- Assist with auction item procurement coordination and the annual auction gala
- Coordinate and write success stories and testimonials including taking photos

- Take pictures of programs and events as needed
- Attend/table at corporate, foundation and community events
- Manage marketing and social media for Fund Development related activities
- Promote staff involvement in fundraising through staff campaigns and gathering contacts
- Research donor prospects and track all donor notes in Salesforce
- Supervise fund development work-studies, interns and volunteers
- Oversees Annual Christmas Tree sales, outreach, communications and marketing
- Provide reports, Daily Gift Report, weekly updates and monthly Board reports
- Assists with marketing, outreach and publicity for all fundraisers
- Assists with House Parties, Donor Appreciation Events, Café con El Centro, Cooking Classes and supports cultural events as needed
- Attends all event planning, staff, charlas and Development Team meetings
- Participate in organization activities like weekly charla/discussion sessions
- Performs other duties and responsibilities as assigned by the Development Director

General Responsibilities:

- Collaborate with El Centro de la Raza's Development, Leadership Team and employees to achieve the mission, vision and fundraising goals of the organization.
- Perform the role in a way that reflects the values and principles of El Centro de la Raza.
- Demonstrate teamwork and open communication.
- Demonstrate organizational skills and a have detail-oriented approach.
- Handle highly confidential materials and maintain confidences.
- Understand overall agency operations.
- Follow organizational policies and procedures.

Competencies:

- Professional competence
- Accountability
- Forward thinking and innovation
- Collaborative mindset
- Understands/can communicate organization's mission
- Practices cultural sensitivity/anti-racism
- Vision and purpose
- Positivity and resilience
- Outwardly oriented
- Initiative/Results-driven

Qualifications:

- Five years of work experience including 1-2 years of non-profit fundraising and database experience required
- Bachelor's degree
- Passion for the mission and vision of El Centro de la Raza
- Strong oral and written communication skills

- Experience or interest in the field
- Ability to maintain confidentiality
- Ability to develop systems
- Proficient in Microsoft Office and Outlook
- Experience with Salesforce and Greater Giving is a plus
- Spanish language skills not required but are a plus

Schedule: This is a full-time, exempt position at 40 hours/week. The **Donor Relations Coordinator** is expected to set a regular schedule during regular hours of operation.

Limitations and Disclaimer: The above job description is meant to describe the general nature and level of work being performed. It is not intended to be construed as an exhaustive list of all responsibilities, duties and skills required for the position. The employee may be required to perform duties outside of their normal responsibilities from time to time, as needed. Upon consideration of employment, we will run a criminal background check. Depending on the offense, the results of the criminal background check will not prevent an offer of employment.

This position requires a 6-month evaluation period.

For further details about El Centro de la Raza's mission, vision, and work, please visit www.elcentrodelaraza.org.

How to Apply:

- All applications must include:
 - Resume
 - Cover letter
- Applications will be received by email or in person. Email applications to sarmstrong@elcentrodelaraza.org or drop of applications to:
Shannon Armstrong, Room 304
2524 16th Ave S
Seattle, WA 98144