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# *Our mission is to nurture a thriving Market community.*

# PIKE PLACE MARKET FOUNDATION

**JOB DESCRIPTION**

**TITLE:**  Development & Volunteer Coordinator

**REPORTS TO:** Donor Relations Manager

**ABOUT THE PIKE PLACE MARKET FOUNDATION:**

##### Beyond the fish and flowers, Pike Place Market is a village of farmers, artists, residents and neighbors. With senior housing above the Market’s storefronts and a network of social services woven throughout the historic district, the Pike Place Market Foundation welcomes and supports a diverse community in the heart of downtown Seattle.

Established in 1982, after a decades-long fight to save Pike Place Market from the wrecking ball, the Market Foundation was established to fulfill the Market’s historic charter to provide services and support for our community, especially our neighbors living on low incomes.

Rooted in our model for a healthy community, the Market Foundation improves the health and well-being of our neighbors by promoting and increasing access to education, nutritious food, community support, economic stability and a safe neighborhood.

As a community foundation, we provide annual support and partnership to a network of social services in Pike Place Market in addition to operating our own programs and services through our community resource center, The Market Commons.

Together, with the support of our staff, service partners, volunteers and donors, we are reaching our vision to nurture a healthy Pike Place Market community so that everyone within it can live their best life possible.

**POSITION SUMMARY:**

The **Development & Volunteer Coordinator** position will assist in the achievement of the agency’s mission to nurture a thriving Market community by working in this highly collaborative role to achieve fundraising goals with core responsibilities focused on the maintenance of donor records, database management, acknowledgement and stewardship of donors and managing volunteer activities for the Foundation.

**DUTIES AND RESPONSIBILITIES:**

**Donor Development & Management:**

Engage with culturally diverse groups of stakeholders including donors, volunteers and community partners in a manner that is welcoming and inclusive:

1. Maintains and supports activities involving **donor moves management** tracking and coordination with assigned solicitors in alignment with community centric fundraising principles
2. Manages constituent and **gift data updates and gift processing** into the agency’s donor database systems with accuracy, in collaboration with the Donor Relations Analyst and Donor Relations Manager.
3. Works within the Donor Relations team to continue enhancing a **systems approach and standardized operating procedure** for data management and cleanliness
4. Drives personalized mission-focused **stewardship** in coordination with staff, board members and volunteers; handles digital and mailed **gift acknowledgments** and collaborates with Donor Relations Analyst **to distribute year-end tax statement**
5. Supports **event** logistics with other team members prior to event day.
6. Coordinates **meeting minutes** on behalf of board and committee meetings
7. Organizes annual **state charitable registration** process and manages renewal calendar to ensure financial reports are filed in a timely manner; works with foundation leadership to ensure accuracy and compliance

**Volunteer Coordination:**

1. **Develops the volunteer program strategy** including appreciation activities and personalized communications
2. **Manages volunteer entry into Virtuous CRM** with contact information and hours to steward relationships throughout the year
3. **Recruits** volunteers for events in coordination with Event Manager
4. **Coordinates** event volunteer systems (i.e. assignments, timelines, communications and volunteer HQ) and supports staff leads in managing teams within the event
5. **Manages** in-office volunteer needs

**DESIRABLE WORK EXPERIENCE AND QUALITIES:**

1. The ideal candidate for this position will have a demonstrated commitment to non-profit organizations with people skills and the ability to foster energy, hope, compassion, and good humor in a dynamic, fast-paced environment.
2. Must have strong relationship-building skills and experience in managing donor data and relationships or similar experience. Excellent project management skills and enthusiasm for collaboration are necessary to this role.
3. Excellent writing skills; creative and collaborative, with an enthusiasm for building community
4. Excellent communications skills; including the ability to communicate effectively and remain calm and courteous under pressure
5. Computer Skills: This job requires specialized computer skills. Familiarity with or interest in fundraising databases is desired. Proficiency with Microsoft Outlook, Word, and Excel.
6. Ability to effectively lead groups of volunteers and delegate tasks.
7. Ability to work both independently and as part of a team.
8. Demonstrated ability to manage projects and meet deadlines.
9. Work collaboratively in a team environment with a spirit of cooperation with stakeholders across the organization
10. Experience engaging in personal and organizational diversity, equity, and inclusion discussions with the desire to improve systems to dismantle racism and other forms of oppression.

Pike Place Market Foundation offers a competitive salary range starting at $54,000, a comprehensive benefits package, and a supportive, flexible and positive work environment. The benefits package includes a generous paid vacation program, personal leave and family leave. Pike Place Market Foundation pays 100% of health, dental and vision insurance for the employee; voluntary benefits include Section 125/FSA and long-term disability. We also offer a generous match (up to 3% of annual salary) to our retirement 403(b) plan. Healthy, happy staff are essential to our success, and we believe in flexible work schedules and locations.

**APPLICATION INSTRUCTIONS**

For consideration, please email a resume and a cover letter with relevant experience attn: Jenn Schooley, Donor Relations Manager, [info@pikeplacemarketfoundation.org](mailto:info@pikeplacemarketfoundation.org). No phone calls, please.