



P.O. Box 1390
Port Townsend, WA 98368
phone 360-379-0438
fax 360-379-0439
www.soundexp.org



Posted: January 26, 2017

DEVELOPMENT ASSOCIATE/EVENTS COODINATOR POSITION DESCRIPTION

Position is full time and based in Seattle area or Port Townsend area

The position of DEVELOPMENT ASSOCIATE/EVENTS COORDINATOR reports to the Executive Director and is an integral member of the "Office Watch" (vs aboard Adventuress). The position will have three key areas of responsibility including: 1) Microsoft Dynamics CRM development and management; 2) Campaign and Event Coordination; and 3) Donor Recognition and Stewardship.

- 1) Sound Experience uses Microsoft Dynamics CRM (Customer Relationship Management) for donor stewardship, cultivation and management, and events tracking. This position will deepen Sound Experience's organization-wide use of CRM and ensure past and future data integrity. Other technology that this position will use/master includes Benchmark (email marketing), Greater Giving (events and gala), Office 365, Facebook (social media), and Wordpress (website management).
- 2) Sound Experience uses a year-long "campaign" approach to fundraising including the Seattle Foundation's GiveBig one-day campaign and 29 Dollars, 29 Days: Getting Kids on the Boat. This position will coordinate campaign activities to raise funds and awareness, and increase community engagement throughout the year. Activities culminate in a fall gala, *Party for Adventuress*, held this year at the Seattle Design Center on Saturday, October 7th. This position will coordinate auction item acquisition and will ensure systems are in place for a successful and memorable fundraising event. This position is the key role "in charge" the night of the event. Ideally, this position will create and support the development of a "Gala Task Force" including board members and volunteers from the community excited about supporting this important signature fundraising event.
- 3) This position will work alongside the Executive Director to support an active Board Development Committee and Board of Directors to achieve identified financial operating and capital fundraising goals; and will establish efficient operating systems to steward an increasing community of friends and donors.

Additional Tasks include (but are not limited to):

Development Administration:

- Consistent data entry in CRM and reporting
- Timely donor recognition (thank you letters)
- Support of Development Committee/Board Members
- Travel to and from Development Committee meetings & Board meetings (Seattle area)

- Travel to Port Townsend once per week for Office Watch meetings

Campaigns and Events:

- Coordinate all activities related to GiveBig, 29:29 and other campaigns
- Data & list pulling (e.g. segmentation) based on targeted groups for specific campaigns
- Leverage energy and resources of staff, crew, and volunteers to meet campaign goals
- Create materials reflecting Sound Experience's "look and feel" for campaign/event purposes
- Develop efficient systems around campaigns and develop a "campaign" handbook;
- Work with volunteers to coordinate aspects of major fall gala *Party for Adventuress* including procurement and management of live and silent auction items, desserts for dessert dash, bottles of wine for wine toss, and other engaging activities
- Finding and securing beer & wine sponsors for the gala
- Travel to and from Seattle-based meetings related to the gala. Ex: caterer, auctioneer, auction item pick-ups, venue coordinator, etc.
- Assist in planning and attend 2-3 Centennial Circle Events each year

Technology and Communications:

- Coordinate the further development of MS Dynamics CRM fundraising capabilities
- Attend Dynamics User Group with Executive Director, and other members of Sound Experience's team
- Assist with social media strategies – particularly around campaigns and events – and work with ship and Office Watch to "share the Adventuress story" to a broad audience
- Contribute to monthly E-news related to development/fundraising and messaging to community

To apply, please submit cover letter and resume electronically to:

Catherine Collins
Executive Director
Sound Experience
PO Box 1390
Port Townsend, WA 98368
catherine@soundexp.org

Resumes will be accepted until the position is filled with the ideal candidate.

Salary commensurate with experience and includes healthcare, dental, and 3-weeks paid vacation.

Diversity Statement: In all its activities, Sound Experience actively promotes mutual respect, acceptance, and teamwork among people who are diverse in age, experience, education, race, color, national origin, sex, gender, religious preference, marital status, sexual orientation, sensory, mental and physical abilities, or any other perceived differences.