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We're hiring!

The **Development Associate – Events, Campaigns & Membership** reports to the Executive Director and is a key member of our shoreside “Office Watch” (as opposed to shipboard crew – though you’ll definitely interact with them!).

This role plays a central part in building community around Sound Experience through fundraising events, annual giving campaigns, membership, and donor stewardship. You’ll work closely with staff, board members, volunteers, and crew to help people fall in love with our mission — and stay connected.

This position operates remotely in the Puget Sound region – or at our office in Port Townsend – with occasional in-person meetings, gatherings and events.

What You’ll Do

Events & Fundraisers

You’ll help plan and deliver engaging fundraising events, including:

- **Party for Adventuress** (our ~300-person fall gala)
- **Adventuress Cup** sailing fundraiser
- Occasional shipboard and community events

Working with our Events Committee and staff team, you’ll coordinate logistics, technology, sponsors, auctions, and all the behind-the-scenes details that make events successful – and memorable.

2. Annual Fund Campaigns

We use a campaign-based fundraising approach. You’ll coordinate online campaigns and mailings including:

- GiveBIG
- Giving Tuesday
- Year-End appeals

Your work will help grow both dollars raised *and* the community of supporters who believe in our mission.

3. Membership

You’ll manage and grow Sound Experience’s **Membership March** program, helping members stay engaged and access benefits – including opportunities to sail aboard Adventuress.

4. Donor Stewardship & Relationships

You’ll support thoughtful donor stewardship and recognition alongside the Executive Director and Board, using excellent communication, strong systems, and fun engagement opportunities (yes, sometimes that means sailing!).

Who You Are

You’re organized, collaborative, tech-excited, and genuinely enjoy connecting people to causes they care about. Ideally, you bring:

- **1-2 years** of relevant experience in events, development, or relationship-building work

- Comfort working with websites, databases and systems like **Little Green Light, Humanitix, Civic Champs** (or eagerness to learn)
- Experience with email platforms like **Mailchimp**
- Strong written and verbal communication skills (thank-you notes matter!)
- Proficiency with **Microsoft Office**
- A love of problem-solving and making systems work better
- Familiarity with **Canva** (a plus)
- Comfort using social media for engagement and campaigns
- Enthusiasm for occasional sails or programs aboard Adventuress
- A collaborative spirit — and a good sense of humor
- A willingness to be “nonprofit flexible” when events or timelines require it

Requirements

- Valid driver’s license
- Willingness to occasionally schlep supplies to and from events (we’ll help!)

Salary & Benefits

\$62,000–\$65,000 annually, plus:

- Employer-paid healthcare coverage
- Simple IRA with employer match
- Paid holidays and vacation
- Opportunity to sail aboard Adventuress

How to Apply

Please email PDF attachments by January 27 including a:

- Cover letter
- Resume
- A writing sample that demonstrates relevant communication skills

Send materials to Catherine Collins, Executive Director, catherine@soundexp.org

Position is open until filled. Interviews will be rolling so if you’re interested, apply soon!

Sound Experience is committed to fostering a welcoming, inclusive, and respectful community. We value teamwork and actively encourage applications from people of all backgrounds, identities, and lived experiences.