

Camp Fire Central Puget Sound



Job Title

Development Coordinator

Position Summary

The Development Coordinator is responsible for providing support for the Camp Fire development team in achieving annual fundraising goals, including special events. This position will manage all aspects of the fundraising database including gift processing, acknowledgement, donor reporting as well as managing customer service and completing prospect research. Additional duties include assisting with donor newsletters and creating annual appeals.

This is a hybrid position that is based in West Seattle and reports directly to the Director of Donor Relations.

Position Details

<i>Job Title</i>	Development Coordinator
<i>Department</i>	Development (Fundraising)
<i>Location</i>	Seattle
<i>Reports To</i>	Director of Donor Relations
<i>FLSA Status</i>	Non-exempt
<i>Full/Part Time</i>	Full Time
<i>Regular/Temporary</i>	Regular
<i>Salary Range</i>	\$57,000 - \$60,000

Organization Overview

Camp Fire Central Puget Sound offers a variety of coed enrichment opportunities that empower youth, staff and volunteers to discover their sparks, gain confidence, build essential life skills, value the natural world and are active contributors in their communities. We strive to create an environment where each youth and staff member has a sense of belonging, opportunities to share passions, and a place to thrive.

Essential Job Responsibilities

- Manages the daily operation of the donor database (Raiser's Edge NXT) ensuring records accuracy and reconciles data with Finance Department on a weekly basis
- Creates and provides gift receipts and statements on a weekly basis
- Creates and runs extensive database reports.
- Maintains & expands the annual fund through direct mail solicitation and emails.
- Provides support and coordination for special events.
- Creates various donor communications pieces including Torch newsletter, blogs and appeals
- Other duties as assigned.

Skills and Qualifications

Camp Fire recognizes the value of skills and knowledge gained outside of formal higher education and paid employment. We believe that a diversity of professional and life experiences can lead to a well-

rounded team.

Applicants who do not meet all the qualifications listed below but present other relevant qualifications or experience will be considered.

We strongly encourage anyone who feels passionate about this work, has a strong desire to grow their skills, and believes they have what it takes to thrive in this role to apply. Camp Fire does not discriminate on the basis of gender, race, ethnicity, age, disability, social class, sexual orientation, religion, or other diversity factors.

Qualifications

- Bachelor's degree preferred. (Associate's degree, Some Higher Education Experience and/or Relevant Working Experience will be considered.)
- Proficiency in English language.
- Two years of experience in development including working directly with donors. Experience working in youth development and/or outdoor education a plus.
- Two years of experience working in Raiser's Edge
- Excellent written and communication skills
- Proven ability to work well with others and offer excellent customer service to donors, volunteers, alumni and colleagues. A positive, "can-do" attitude and flexibility are essential.
- Strong organizational skills; basic project management skills; ability to handle multiple tasks and to work independently.
- Excellent attention to detail, ability to prioritize effectively, and proven ability to work to deadlines as a cohesive member of a professional and very busy team.
- Proficient in Office including Publisher, Outlook, Word, Excel, and PowerPoint.
- Knowledge or experience of MailChimp, WordPress and Canva.

Skills

- Cultural responsiveness in working with and serving donors, volunteers, staff, and program participants.
- Effective collaboration skills.
- Ability to work with individuals in a patience, helpful, and supportive manner.
- Commitment to creating and maintaining a safe, equitable, and inclusive environment.
- Works well independently and as part of a team with common goals.

Physical Requirements

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform essential functions.

- Regularly required to sit.
- Use hands to finger, handle, or feel, including keyboarding and mouse use.
- Reach with hands and arms.
Occasionally required to stand, walk, climb or balance, stoop, kneel, or crouch.
- Occasionally lift and/or move up to 30 pounds.
- Visual/auditory ability to identify and respond to environmental and other hazards of the facilities.

Commitment to Diversity, Equity & Inclusion

Camp Fire strives to continuously provide diverse, inclusive, and equitable environments throughout our organizations and programs. We recognize that both access to and success in our programs requires intentional work, to cultivate respect, eliminate systemic barriers, and address injustice head-on. We at Camp Fire believe that words must be followed by progress, action, and accountability. We recognize that our efforts will be ongoing and evolving as we continue to grow, learn, collaborate, and press for an equitable future.

Equal Employment Opportunity

Camp Fire Central Puget Sound is an Equal Opportunity Employer. We are committed to providing equal employment opportunities to all employees and applicants for employment without regard to race, color, religion, sex, national origin, age, disability, marital status, veteran status, sexual orientation, gender identity, or any other characteristic protected by law. We believe in creating a diverse and inclusive workplace where everyone feels valued and respected.

Date Updated: March 2025