



job description: Community Impact Coordinator for Advancement

organization information

Position Title: Community Impact Coordinator for Advancement

Location: Whatcom County

Reports to: Senior Director of Advancement

Hours: 40 hours per week, non-exempt position

Starting Wage Range: \$20.98 - \$24.03 per hour; wage dependent on relevant qualifications, experience, and education

Individuals fluent in Spanish and women, people of color, transgender individuals and members of other underrepresented populations are strongly encouraged to apply.

Mission: At Northwest Youth Services, we affirm youth experience and autonomy, as we work together to foster collective healing and justice, in order to dismantle the systems of oppression that perpetuate youth homelessness.

Core Values:

Community – We promote interdependence and recognize that everybody needs a community to thrive. We know that we are stronger together.

Justice & Liberation - We believe that it is critical to acknowledge, name, and actively work to dismantle the historic systems and societal structures that fuel crisis and poverty.

Humanity - We work with respect and compassion for each other and believe that everyone deserves to belong: to be safe, heard, and valued.

Accountability – We believe that no one is done learning; as a community we hold each other to a high standard, and work to educate, grow and heal together.

Vision: Guided by our core values and commitment to becoming an Anti-Racist organization, Northwest Youth Services envisions a community in which all young people are seen as catalysts in creating a just and liberated society that supports each of our unique journeys through life.

job mission

The Community Impact Coordinator will build the capacity of Northwest Youth Services (NWYS) by increasing both monetary and in-kind donations through community outreach.

This position will attend, facilitate, and coordinate event fundraising goals, and will be expected to interface with NWYS staff, business donors, community groups, government representatives, and volunteers.



core competencies

To perform this job successfully, the individual should demonstrate the following competencies:

Change Agility: Able to embrace needed change; able to provide and implement feedback; effective in the face of ambiguity.

Integrity: Must be honest and take responsibility for actions.

Positive Impact: Have a passion for NWYS' mission and vision; display a positive attitude.

Learning Agility: Seeks to improve knowledge, skills, and abilities in related service areas.

Creativity: Resourceful in finding ways to improve and advocate for change when necessary; fosters creativity in others.

Active Listening: Ability to effectively work independently and in partnership with team members; ability to communicate effectively with youth and others.

Informal Communication: Articulate ideas clearly and organize ideas effectively.

Organizational Knowledge: Understands operational procedures; demonstrates an in-depth understanding of what the organization does.

Initiative: Proactive; act without being prompted.

Team Player: Effectively partner with people across the organization.

Sensitivity: Communicates empathy and respect of individuals; ability to be appreciative of diversity.

key responsibilities

Fundraising and Impact Coordination

- Work with board, committee members, staff, and volunteers to organize fundraising events
- Work closely with Creative Manager on event marketing and design materials
- Collaborate with Creative Manager and Senior Director of Advancement on virtual/online fundraiser strategies and execution
- Coordinate additional community or donor-focused events, dinners, or receptions
- Monitor progress of fundraising events through data collection and tracking systems
- Evaluate performance of fundraising efforts to determine the most effective course of action
- Recruit sponsors, participants, or volunteers for fundraising events
- Identify, build relationships, and secure commitments of participation or donation from individuals or business donors
- Coordinate business fundraisers in the community
- Assist the Senior Director of Advancement at public speaking engagements, tabling, and community events

In-Kind Donation Coordination

- Assist with the solicitation and general management of all in-kind donations
- Solicit donations from corporations, foundations, and community partners
- Cross department collaborate with direct service staff on donation related needs of clients
- Distribute such donations throughout the agency as needed, based on the needs of our clients
- Coordinate pick-up and drop-off times for in-kind donations
- Communicate professionally and clearly with donors to explain needs and requirements regarding the donation process
- Effectively use an inventory tracking system to keep donations organized



Leadership

- Offer vision, creativity, and enthusiasm to employees and community members to generate the positive thinking of and best practices for young people
- Partner with our VISTA team member to recruit, organize, and oversee volunteer projects that promote involvement and investment in the organization
- Maintain meaningful involvement with clients, advocates, and community partners
- Collaborate with the Executive Director, Advancement Staff, Administrative Staff, Program Directors, Program Managers, and Board of Directors to develop a sustainable organization
- Participate in creating and maintaining a workplace that values diversity and is free of racism, sexism, heterosexism, and other discriminatory practices
- Maintain and improve on a collaborative and cohesive team of professionals committed to the mission delivery
- Continue to foster and improve an organizational culture that builds on our core value of youth engagement and partnership while assisting in meeting their basic needs

The physical demands described here are representative of those that must be met by an employee to successfully perform essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, and depth perception. While performing these job duties, the employee is regularly required to listen to others and provide verbal feedback. The employee is required to frequently sit for extended periods of time, stand, walk, climb, or balance.

qualifications

Minimum Qualifications

- High school diploma or GED
- Two years' experience with coordinating community centered fundraising, including fundraising events
- Must be 21 years of age or older
- Knowledge of Microsoft Office software including Word, Excel, Access, Outlook, Publisher
- Knowledge of professional use of social media platforms, including Facebook, Twitter, and Instagram
- Careful attention to detail and strong organizational skills
- Ability to work in a fast-paced environment, manage many different ongoing projects and meet deadlines
- Excellent written and interpersonal communication skills
- Strong presentation skills and ability to communicate effectively with diverse audiences

Required within first 30 days of employment:

- CPR/First Aid/Bloodborne pathogens certifications required
- Must have a negative TB test
- Full understanding of the CPS reporting requirements

Preferred Qualifications

- Bachelor's Degree in Marketing, Communications, Non-Profit Management, Fundraising, or related field



- Two years' experience with coordinating donor-centered fundraising, including fundraising events
- Experience working with a non-profit Board of Directors
- Knowledge of issues faced by young people at-risk of/experiencing homelessness; comfortable working with young people

Northwest Youth Services is an Equal Opportunity employer. Employment is based upon individual qualifications without regard to race, color, sex, religion, national origin, citizenship, age, marital status, veteran status, disabilities, political ideology, sexual orientation, or any other legally protected status. Alumni of foster care and those who have experienced youth homelessness are encouraged to apply.