



## Development Coordinator

Department	Development	Pay	Pay Band C
Supervisor	Director of Development	Status	Regular, Full-time
Revised	June, 2026	Location	Port Townsend, WA

The Development Coordinator implements annual giving campaigns designed to raise over \$900,000 each year. This position also employs strategies to engage mid-level donors more deeply, including by coordinating a variety of events to connect donors with the mission and raising awareness of legacy giving opportunities. This position is part of the Resource Development Team and collaborates with the Marketing and Communications Team.

### Specific Job Function

<p><b>Annual Giving Campaigns</b></p> <ul style="list-style-type: none"> <li>• Implement multiple campaigns each year including mailed appeals, online campaigns, and a monthly donor program, under the direction of the Development Director.</li> <li>• Develop timelines and work plans to effectively meet the goals of the annual development plan.</li> <li>• Collaborate with the other members of the Resource Development Team to accomplish tasks and ensure timely completion of workplan.</li> <li>• Create inspiring content for appeals that reflects the mission, aligns with communication plan, and respects ethical storytelling principles.</li> <li>• Produce attractive, illustrated, and well-designed printed collateral for mailed campaigns.</li> <li>• Implement the donor recognition plan, performing such activities as thank you phone calls and notes, and involve volunteers in recognition activities.</li> <li>• Work with administrative support staff to hire and manage printing, mail service and other support services as needed.</li> <li>• Engage volunteers in campaigns by coordinating and communicating assignments and tasks.</li> <li>• Create effective solicitation emails and social media posts to support surface mail appeals and online campaigns.</li> <li>• Oversee accurate and consistent recording of donations, acknowledgements, and donor communications.</li> <li>• Evaluate each campaign to consistently improve strategies and tactics.</li> <li>• Through all donor interactions, facilitate relationship-based fundraising.</li> <li>• Collaborate with the Marketing and Communications Team to create compelling donor communications and engagement materials.</li> </ul>	<p>50%</p>
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<p><b>Mid-level Donor Strategies</b></p> <ul style="list-style-type: none"> <li>• Working with the Development Director, implement cultivation strategies for mid-level donors to upgrade them to major donors.</li> <li>• Design a system to consistently identify mid-level donors and invite them to engage.</li> <li>• Create communication tools to effectively build relationships with mid-level donors</li> <li>• Manage regular small events such as Coffee Hours and Van Tours to offer as engagement opportunities.</li> <li>• Create sign up systems to make engagement easy for donors and efficient on the back-end.</li> <li>• Track and evaluate effectiveness of various strategies</li> </ul>	<p>20%</p>
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<p><b>Event Management</b></p> <ul style="list-style-type: none"> <li>• Coordinate and oversee a variety of events that engage donors, including events associated with houses (Groundbreakings, Prayers in the Walls, and Dedications), as well as other cultivation, stewardship, and appreciation events (coffees, tours, receptions, and house parties).</li> <li>• Design events to optimize cultivation and stewardship potential.</li> <li>• Evaluate donor events in order to consistently improve strategies and tactics.</li> <li>• Support Manager of Volunteer Engagement to plan and produce a large annual appreciation event.</li> </ul>	<p>20%</p>
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<p><b>Planned Giving Program</b></p> <ul style="list-style-type: none"> <li>• Support a planned giving program by producing an annual appreciation event, one mailing, regular email communication, and an estate planning seminar.</li> <li>• Consistently integrate planned giving gift solicitations into all annual giving appeals.</li> <li>• Create appropriate forms and materials to support the planned giving program.</li> </ul>	<p>10%</p>
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**Qualifications and Skills**

- Bachelor's degree in Communications, Marketing, Nonprofit Management, or equivalent experience required
- Demonstrated enthusiasm for nonprofit fundraising and donor engagement
- Proven ability to manage projects, priorities, and deadlines
- Experience building relationships in nonprofit setting or in sales/customer service
- Strong written and verbal communication skills for varied audiences
- Demonstrated skills with digital media including emails, social media, and websites
- Experience with donor databases and accurate data management
- Basic graphic design skills for simple branded materials
- Ability to collaborate effectively with diverse teams and partners
- Strong attention to detail and ability to manage multiple tasks
- Excellent problem-solving skills and initiative
- Commitment to the organization's mission and values
- Availability for occasional evenings and weekends for events

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## **Habitat for Humanity of East Jefferson County Values**

- Grace
- Humility
- Courage
- Celebration

## **Compensation**

Hiring Range \$24.35 to \$26.09 per hour, Full Range \$24.35 to \$31.31. Full-time non-exempt role which includes the below benefits:

- Employer-paid medical, dental and vision for employees regularly working at least 30 hours per week, beginning first of the month after hire; in addition, currently providing employer contribution to Health Savings Account for eligible employees. Dependents may be covered at employee expense.
- 401k program, currently contributing 4% of eligible wages for eligible employees
- Employees working at least 20 hours per week receive 15 days' vacation, 10 holidays, and two personal days (all accrued on a pro-rated monthly basis)
- All employees receive 10 days sick time per year, accrued on a pro-rated monthly basis

## **Physical Demands and Work Environment**

This position requires frequent sitting, standing and movement around the office, lifting 30 pounds; ability to operate phones, computers, and other office equipment; strong command of the English language with the ability to be understood. Generally, in an open office environment with occasional visits to external environments. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of the position.

### *Disclaimer:*

This job description is not to be construed as an exhaustive list of all responsibilities, duties, and skills required of this position. All Habitat EJC employees may be required to perform duties outside of their normal responsibilities from time to time, as needed, to meet the ongoing needs of the organization.

## **Equal Employment Opportunity**

Habitat provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state or local laws. This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation, and training.