



Northwest Hope & Healing Foundation Development Assistant Job Description

Mission:

Northwest Hope & Healing (NWHH) Foundation seeks a leader who is passionate about relieving the financial stress of women and men facing cancer. We are a nonprofit, which partners with the Swedish Cancer Institute, a leading cancer treatment center in the greater Seattle area. We offer financial grants and healing boxes to breast and gynecologic cancer patients at Swedish.

NWHH has raised \$3 million dollars and served over 4,000 women with grants and 10,000+ with healing baskets. Most of our funds come through special events -- an annual spring fashion show featuring survivors as models and a fall wine/spirit tasting "Cork, Fork, and Support". We have two full-time employees (Executive Director & Development Assistant), a Board of Directors and rely on volunteers. Our budget is \$450,000.

Competencies required for this position:

- Self-Starter
- Communicativeness
- High Standards
- Composure
- Volunteer Management
- Basic graphic design abilities
- Customer Service
- Problem Solving & Decision Making
- Strategic Thinking
- Drive & Energy
- Organizing & Planning
- Relationship Building

Industry Knowledge
Positive Impact
Mission Focus

Position to accomplish:

Short-Term:

Events:

- Coordinate, support and grow events (Annual Style Fashion Fundraiser Auction/Gala and Cork Fork Support wine tasting)
- Assist in project management for volunteer event committees including but not limited to: task delegation, troubleshooting, and customer service
- Assist in managing a robust team of volunteers
- Design and coordinate printing for event collateral and other NWHH materials

Database (Little Green Light, MailChimp, Paperless Post):

- Develop accurate mailing lists for event invitations and other communications, continue clean-up of databases

Marketing/Communications:

- Develop and send newsletters and other emailed/mailed communications
- Build social media presence, grow impressions, launch social media campaigns
- Coordinate keeping website up to date with event information, newsletters, corporate sponsors, and other NWHH news

Long-Term:

- In addition to the above, focus on Donor Development: research and get to know current donors, develop mid-level donor prospects/identify other people and organizations of interest; Develop and execute strategy for engagement and stewardship
- Identify and discern appropriateness of additional funding streams (i.e. giving programs, grants)

- Support third party fundraising events

Supervision: The Development Assistant reports to the Executive Director.

KEY ROLES (Essential Job Responsibilities):

Program Planning

- Assist with planning, coordination, promotion and production of Fashion Show and Cork Fork events
- Write descriptions for upcoming events and execute marketing plans
- Work on program planning for new projects, including funding and implementation
- Write and send direct mailers (events and annual appeal)

Fundraising

- ‘Own’ the donor database (Little Green Light). Develop solid understanding of database in order to advise on who should be contacted and when and clean up database as needed
- Assist with development strategy and fundraising plan
- Attend all fundraising events
- Coordinate volunteers, delegate tasks
- Oversee proper maintenance of donor records
- Assist in donor outreach and donor stewardship program

Marketing, Partnerships and Community Relations

- Creation of promotional materials, donor collateral and electronic / social media content with an eye towards creating material that informs and cultivates our local community
- Lead/be in charge of social media (monthly newsletter, Facebook, LinkedIn, Instagram) communications
- Proactively generate content for monthly newsletter

QUALIFICATIONS REQUIRED:

- Motivation to help women/men with cancer
- 3 years of experience with fundraising
- Bachelors degree
- Flexibility to work out of home
- Must be available to work some nights and weekends

SKILLS:

- Excellent communication skills, oral and written

- Interpersonal skills
- Organizational and strategic thinking skills
- Proficiency in Microsoft Office programs (Word, Excel, Publisher, Power Point), social media management, Twitter, Facebook, Instagram, and donor database (Little Green Light).

SALARY, BENEFITS:

- Hourly rate of \$20/hour
- Flexible schedule

Hours: This is a Full-Time/hourly position, approximately 40 hours per week. May require working on a Saturday or Sunday. Applicant should have the ability to work effectively as a team member, and independently with little supervision.

Reviews / Raises:

6 month performance evaluations. A performance and wage evaluation at 1 year. After that, evaluations will occur yearly on or near your start date anniversary. Salary raises will be based on details covered in the reviews and the financial health of Northwest Hope & Healing.