



**Title:** Development & Events Coordinator

**Reports to:** Director of Development

The **Washington Low Income Housing Alliance** leads the movement to ensure that all Washington residents thrive in safe, healthy, affordable homes. We do this through policy advocacy, strategic communications, and by organizing and growing the diverse base of people and organizations working for housing justice. Our organizational members include housing and service providers across the state and we mobilize those organizations plus a broad base of individuals to advocate for solutions.

The **Housing Alliance Action Fund** is the political voice in Washington for expanding access to affordable homes and solutions to homelessness. We educate voters, promote strategic public policy, and support candidates who share our vision that all Washington residents have the opportunity to live in safe, healthy, affordable homes, in thriving communities.

This position works primarily on behalf of the Housing Alliance, with a small amount of time spent on behalf of the Action Fund. This is a full-time, non-exempt position based in our Seattle office with occasional local travel within the state. Some evening and weekend work may be necessary around events and stewardship activities.

**Primary Responsibilities:** This position plays a key role in tracking and managing our strong relationships with donors and organizational members and in planning and executing our annual Conference on Ending Homelessness. In addition to providing administrative support to our development program, this position has a special focus on sustaining and growing a diverse, statewide base of organizational members. The person in this role also provides significant support, with the opportunity to take greater leadership in the future, in planning our annual conference of 750+ people across the state working to end homelessness.

The Housing Alliance is a collaborative work environment where all employees participate in planning and carrying out the organization's mission and goals. This position is specifically responsible for the following:

**Conference on Ending Homelessness (45%)**

Work with Homelessness Policy and Advocacy Specialist and contract event planner, to plan and implement May 2018 conference. Ideally, the person in this position will take the lead in planning the conference in 2019 and beyond.

- Help manage and support program planning committee in selecting conference sessions, which are chosen with a strong focus on equity and inclusion of a highly diverse group of stakeholders;
- Help manage conference speakers;
- Assist in tracking and managing budget;

- Support registration outreach, scholarship program, and volunteer management;
- Assist in developing conference materials.

### **Membership Development (25%)**

- Manage ongoing membership renewals;
- Maintain and refine membership tracking systems;
- Assist with implementation of engagement plan and identification of new members;
- Coordinate annual member meeting logistics.

### **Annual Event Planning and Execution (10%)**

- Manage guest registration for 300+ attendees for this unique event, facilitating an organized and welcoming experience for guests who include lawmakers, people with personal experience of homelessness, long-time service providers, first-time donors and members of the business community;
- Assist with table captain cultivation and management;
- Assist with the development of event collateral.

### **Development Administration (10%)**

- Process contributions and payments;
- Draft and periodically update donor communications;
- Assist with overall implementation of multi-year fundraising plan;
- Assist with soliciting and tracking sponsors for Housing and Homelessness Advocacy Day, Conference on Ending Homelessness, and annual event;
- Perform data entry and database management cleanup as necessary and develop reports;
- Manage organizational bulk mail permits and mailings.

### **Other (10%)**

- Participate in staff meetings, training, and retreats;
- Participate in organizational anti-oppression efforts to bring about systemic change within the organization and in the larger community;
- Other duties as assigned.

*Percentages listed are annual estimates only and will vary depending on the time of year.*

### **The most competitive candidates will:**

- Have at least one year of experience in a nonprofit setting;
- Be comfortable discussing money and have an interest in fund development, donor stewardship, and fundraising;
- Demonstrate a strong customer service orientation and be comfortable working with diverse groups of housing advocates, member organizations, lawmakers, and donors;
- Exercise sound judgment and discretion when dealing with confidential donor information;
- Be proficient with Microsoft Office Suite;
- Be a creative problem solver and someone who works proactively to improve efficiency and effectiveness of the organization and our processes;

- Have a strong commitment to the mission of the Housing Alliance and Action Fund;
- Be a skillful communicator both verbally and in writing;
- Be flexible, highly organized, and able to juggle multiple and competing asks;
- Be able to collaborate with team members and work independently;
- Have strong time-management, organization, and prioritization skills, an ability to meet deadlines, and a strong attention to detail.

Salary \$45,000 - \$52,000 depending on experience. Generous benefits package includes health, dental, vision and life insurance, employer contribution to retirement account, subsidized ORCA pass, health care/child care flexible spending account, and generous paid vacation, sick leave, and holidays.

**How to apply:** Please send resume and succinct cover letter (describing your relevant experience, why you are interested in this position and how you learned of the opening) to [jobs@wliha.org](mailto:jobs@wliha.org). No phone calls, please.

Additionally, your anonymous completion of [this questionnaire](#) will help us improve our recruitment processes going forward. The position is open until filled but priority will be given to candidates who apply by November 20.

The Housing Alliance is committed to providing equal opportunity for all employees and applicants. We value and desire a diverse workplace and strongly encourage people of color, LGBTQ people, people with disabilities, and people who have experienced homelessness or housing instability to apply.