



Phinney Neighborhood Association
Development Associate Job Announcement, 20 hrs/wk (.5 FTE)
November 2, 2018

About the Phinney Neighborhood Association

The mission of the [Phinney Neighborhood Association \(PNA\)](#) is to build, engage, and support our diverse community through programs, services, and activities that connect neighbors and foster civic engagement.

Headquartered in a former elementary school, the PNA has developed an active community center that not only serves as a focus of the Phinney/Greenwood neighborhood, but offers programs and activities that reach far beyond the immediate neighborhood, at five different sites in Phinney, Greenwood, and Ballard. Current programs include four preschool cooperatives, a licensed preschool and school age program at Whittier Elementary, a hot meal program, programs for seniors, including the Greenwood Senior Center, PNA Village, a computer lab, an art gallery, a tool lending library, a community education program, a business membership program, family memberships, room rentals, and countless special events that bring friends and neighbors together. We co-sponsor a summer farmers market and weekly contra dancing and folk music concerts. PNA serves over 25,000 people each year, has 85 staff, 1,700 volunteers, and an annual budget of \$3 million.

Position Overview

PNA seeks a dynamic Development Associate whose experience and philosophy closely align with the PNA's mission and values. The Development Associate provides administrative support to the Development team and Executive Director including quality and timely stewardship to PNA donors and members, including gift acknowledgement and processing, data management, and reporting. This position also assists in planning and executing fundraising events. The Development Associate reports to the Director of Development.

Essential Responsibilities

- Manage the day-to-day gift stewardship process, including processing donations and acknowledgement letters.
- Assist the Development Director to prepare appeals, coordinate mailings, prepare stewardship materials, and track progress on goals.
- Provide excellent customer service to donors, responding promptly to all inquiries (phone, electronic, written).
- Provide support for various special events, including but not limited to rsvp, registration, follow-up, etc.
- Provide data management and reporting support for members of the Development team including the Executive Director and the Director of Development.
- Support the events team as needed including day of support for major PNA events including:
 - Bingo Karaoke (Last Friday of the month, this position will staff 5 bingos per year)
 - Pancake Breakfast (January)
 - Wine Taste (February)
 - Donor Reception (March)
 - Auction (May)
 - Trivia Night (event lead) (June)
 - Beer Tastes (July and November)
 - Power of Community Breakfast (October)

- Winter Festival (December)
- Other duties as assigned

Qualifications

- One year minimum experience in project/event coordination or development in the nonprofit sector.
- Excellent interpersonal skills.
- Personal commitment to creating a culture of diversity and inclusion.
- Team-orientation and passion for community-building mission of the PNA.
- Strong multi-tasking skills.
- Ability to work in a very active and open office environment and to work outside of normal business hours on a regular basis.
- Computer proficiency with experience using the Microsoft Office Suite and other software as required. Experience with Salesforce a plus.
- Position requires occasional lifting of up to 25 pounds, including room set-up and take down, and ability to climb stairs and walk between buildings on Phinney Center campus.

Compensation

This is a 20 hrs/wk (.5 FTE) non-exempt flexible position paying \$19/hour.

Benefits include: health insurance; 401(k) plan with employer match; long-term disability insurance; a flexible spending account; self-paid Aflac products; a free PNA household membership with reduced costs for classes and room rentals; 3 weeks personal time off the first year, increasing annually; Christmas Eve – New Year's Day off; and 8 paid holidays (total paid time off first year: 5.5 weeks). We offer a convivial, positive, and flexible working environment. The PNA is an Equal Opportunity Employer working towards a culturally-diverse work place. Applicants representing the diversity of our community are encouraged to apply.

To Apply

Please email a cover letter indicating your interest, how you meet the minimum qualifications, and a resume to hr@phinneycenter.org. Position open until filled; preference given to candidates who apply by November 20, 2018 at 5 pm.

Questions can be directed to Megan Wildenradt, Development Director at meganw@phinneycenter.org