



Phinney Neighborhood Association
Development & Communications Associate Job Announcement, 25 hrs/wk
October 30, 2019

Phinney Neighborhood Association Mission

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.

Position Overview

The PNA is committed to building a culture of equity and inclusion, believing that a diversity of staff, Board, and programming is essential to achieving our mission. We are looking for someone who is willing to work with *and* challenge this organization and the community to be our most respectful, accepting, and sympathetic selves.

PNA seeks a dynamic Development & Communications 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, which includes gift acknowledgement and processing, data management, and reporting. This position also assists in planning and executing fundraising events, and supporting marketing and communications. The Development Associate reports to the Development Director.

The PNA Development Associate position is an ideal role for an aspiring nonprofit development professional. The PNA hosts a diverse set of programs and events, providing learning opportunities for emerging leaders in nonprofit development. The Development Associate will perfect skills related to fundraising, event support, and communications while working collaboratively with an experienced team. Our ideal candidate is also passionate about community; flexible with their time and ability to manage events outside of business hours; and a people person who is equally at home in either a busy office or a 400-person event.

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)
- Support marketing and communications efforts, including the monthly newsletters, blog, website updates and event listings, social media posts, and assembling website analytics
- Support the publication of *The Review* quarterly communications newspaper, including:
 - Maintaining advertiser lists and organizing ad orders
 - Assisting with procuring, editing, proofing, and writing content as needed
 - Assisting with page layout as needed
- Support the development events team as needed including day of support for major PNA events
- Other duties as assigned

Qualifications

- A minimum of one-year experience in project/event coordination or fundraising in the nonprofit sector (can be substituted for academic experience or transferrable experience in a different 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 and thoroughly attentive to details
- Strong writing/editing abilities
- 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 and Adobe InDesign 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 25 hr/wk non-exempt flexible position with a pay range of \$19-20/hour, depending on experience.

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.

About the Phinney Neighborhood Association

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 School, a hot meal program, programs for seniors (including the Greenwood Senior Center, PNA Village, and a Community Technology 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. The PNA serves over 27,000 people each year, has 85 staff, 1,700 volunteers, and an annual budget of \$3.3 million.

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 15,

2019.

Questions can be directed to Lee Harper, Executive Director, at leeh@phinneycenter.org