Title: Development & Engagement Coordinator (Contractor for 1st 4-6 months)

Location: Remote/Online (Default) Other: In office approximately 1-2 days/week

Reporting to: Executive Director

Salary: Commensurate with experience plus health insurance after becoming an employee with the required waiting period, Flexible Spending Plan

Employment Type: Full Time/Part-time (25+ hours)

THE ROLE

The Washington State Jewish Historical Society (WSJHS) seeks a dynamic and passionate Development & Engagement Coordinator to help fulfill the mission of preserving and presenting the history of Jewish life in Washington State. This position plays a vital role in the success of the WSJHS’s mission foster awareness and appreciation of experiences, the diverse culture, and significant contributions of Jews past and present. The D&E Coordinator will partner with the ED in the daily operations of the WSJHS and take significant leadership roles in special projects.

WHAT YOU WILL DO

The Development & Engagement Coordinator will report to the Executive Director and is responsible for the following:

Development

• Identify potential donors, develop strategies for cultivation, solicitation, and stewardship.
• Develop strategies to expand the current donor base, engage most recent and past donors.
• Oversee grant research, writing, and reporting; focus on expanding current and prospective foundation relationships.
• Assist with the planning, organization, and implementation of fundraising activities and special events.
• Develop Membership Campaign, and reach out to engage new and existing members in our work and activities
• Ensure the maintenance of accurate donor records and communications.
• Write and prepare materials needed for development-related communications such as newsletters, donor recognition, e-mails, appeals and campaign material.
• Generate pledge reminders and reports for donors, committees, foundations, etc.
Engagement and Education

• Work with WSJHS staff and contractors to develop an exhibit schedule and work on research and collection of materials for curation of exhibits.
• Help coordinate with other Jewish organizations and Synagogues around the state and engage with them on their development to fund historical exhibits within the Washington Jewish Museum.
• Engage with Community members and help secure their commitment to family and business exhibits.
• Exhibit coordination, research, outreach, digital exhibit curation.
• Coordinate with Board of Directors on their Committee work for collaboration and fulfillment of WSJHS projects.
• Supervise students working on Engagement projects and digital museum projects.
• Engage with UW Certificate Programs for Museum Studies students and Jewish Studies Dept students - for internships and practicums.
• Engage with high school students for possible internship opportunities.

Special Projects

• Legislative Work
• Annual Meeting
• Program Design
• Education/HS Program
• Volunteer Program
• Assist the Executive Director with other duties as required
• Serve on any external community and outreach committees as needed

Qualifications & Skills:

• Bachelor’s degree required
• Able to manage projects and maintain organizational skills in a multi-tasking environment
• Experience and comfort working with donors
• Excellent written and verbal communication skills
• Detail-oriented with the ability to prioritize and meet deadlines
• Ability to inspire others through relationships, storytelling, community, and connections
• Comfortable working independently or as part of a team
• Passion for the mission of WSJHS; ability to promote and communicate mission and impact to stakeholders
• Willingness to visit communities throughout the state as needed.
• Proficient in MS Office (Word, Excel, PowerPoint, Outlook)
• Ability to lift 20-30 pounds on occasion