



**Title:** Development & Engagement Coordinator (Contractor for 1<sup>st</sup> 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