



May 22, 2017

Seattle Neighborhood Greenways is a grassroots, walking and biking focused, non-profit that has been improving our neighborhoods since 2011.

We envision a well-used, linked network of safe, pleasant, and healthy streets in Seattle. Our mission is to empower our neighbors to identify, advocate for, and activate safe and healthy streets for all people. We organize twenty neighborhood groups across the city to impact city plans, budgets, projects, and processes, conduct a memorial program for victims of traffic collisions, and work with low income schools to make it easier and safer for kids to walk and bike to school.

Job Title: Communications-Development Coordinator

Key Responsibilities: We are a very small organization, so you will have the opportunity to work on a broad set of tasks and employ a broad range of skills.

Fund Development (40% of work week)

- Donor management: setting up calls, solicitations, thank you notes, employee matching, annual campaigns, donor database, etc.
- Oversee Executive Director's fund development functions
- Donor event planning and coordination
- Point of contact with fund development consultant
- Develop and manage fund development plan
- Prepare and submit corporate and foundation grant applications
- Prepare and submit sponsorship solicitations
- Manage sponsorship fulfillment

Communications (40% of work week)

- Manage social media campaigns including weekly blog and other postings
- Website management
- Organize/write quarterly on line newsletter
- Manage media database and photo library
- Primary telephone and email point of contact
- Prepare/distribute press releases
- Oversee brand consistency on all platforms

Operations (20% of work week)

- Manage database

- Track and respond to routine correspondence
- Track staff time
- Schedule and help organize meetings and events
- Submit check requests
- Track income and expenses to budget
- Manage timely license renewals, tax payments, passwords
- Organize office and storage space and order supplies

Other responsibilities: as assigned.

Requirements

- Experience managing fund development programs
- Experience managing marketing and public relations
- Experience in record keeping and database maintenance
- Ability to work independently with general guidance from the Executive Director
- Passion and intellectual curiosity for the safe streets movement
- Ability to work a flexible schedule and manage a flexible work program
- A commitment to equity, inclusion, and social justice

Hours

Salaried exempt, but we strive for forty hour work weeks. Some evening and weekend meetings/events require a flexible schedule.

Location

All work is within Seattle city limits. We work out of the Impact Hub in Pioneer Square. Impact Hub has a good atmosphere due to its collection of social impact nonprofits and for profits. The building has showers, a ping pong table, bike parking, free coffee and tea, subsidized lunches on Thursdays, networking opportunities and more.

Transportation

A car is not required. Applicants who walk and bike for transportation will be better suited to understand the challenges we currently work on, but owning a bike is not required.

Benefits

Salary \$40,000 minimum (depending on experience). Generous vacation policy. Health insurance. Flexible work hours. That warm fuzzy feeling from making a difference.

To apply

Email your resume, cover letter, two professional references, and a short writing sample to jobs@seattlegreenways.org by 5 p.m. PST June 8, 2017. We strongly encourage applications from people who have historically been underrepresented in walking and biking advocacy, nonprofit work, and the transportation sector.

Keywords: Flexibility, multi-tasking, social media, press relations, grant writing.

Seattle Neighborhood Greenways is an at-will employer.