

## Communications & Development Manager (0.85 FTE)

### ABOUT US

North East Seattle Together (NEST) is a 501(c)(3) grassroots, intergenerational organization that promotes aging in the home of one's choice. Part of the rapidly developing international "virtual village" movement, NEST is guided by the active involvement of village members, community volunteers, and business partners. NEST is driven by the belief that no one should have to grow older alone – that each of us can age and grow better when we are together. One of the nation's most active villages, NEST also serves as the region's only senior center, offering an average of 20 events and classes per month that are open to the public, free of charge.

Our Vision: To live in a community where no one has to grow older alone

Our Mission: To give our neighbors choices for staying independent, active and connected

After 7 years in operation, NEST is:

- A vibrant community of 180 members
- Supported by 140 volunteers giving more than 600 hours of time each month
- A hub of activity that hosts 480 member gatherings and 240 public events each year
- Intergenerational - our youngest volunteer is 14 and our eldest is 92
- Reliable, filling 99% of members' service requests

### POSITION SUMMARY

In partnership with the Executive Director, Board of Directors, and Director of Programs & Membership, the Communications & Development Manager (CDM) plans and executes the organization's fundraising efforts and communications, as well as handling many aspects of NEST's administration. The CDM is responsible for building development and communications strategies that are consistent with the organization's mission and vision, inspire committed supporters, and facilitate the achievement of strategic organizational goals. The CDM reports directly to the Executive Director and works closely with program staff, interns, and volunteers.

Responsibilities include:

Fundraising/Development (30%)

- Grants, corporate giving, annual fund, donation processing, reporting and analysis

Communications & Marketing (40%)

- Newsletters, website, social media, annual reports, mass emails, print and digital materials

Administration & Finance (15%)

- Bookkeeping, general IT management, database administration, office administration

Miscellaneous (15%)

- Assisting with member services, programs, and volunteer coordination; outreach

**A detailed job description can be viewed on our website at [nestseattle.org/cdm](http://nestseattle.org/cdm)**

## **SCHEDULE**

34 hours/week (0.85 FTE)

Flexible scheduling within normal business hours

Occasional evening and weekend hours for special events

## **COMPENSATION**

\$36,000-\$38,000

12 vacation days, 6 sick/personal days, and 8 paid holidays per year

100% employer-paid health insurance with vision benefit

## **QUALIFICATIONS AND SKILLS**

### **Required**

- Experience in broad-based resource development strategies such as individual giving, corporate giving, and grantwriting
- Graphic design experience
- Basic knowledge of HTML
- Proficient in Microsoft Excel
- Ability to work effectively in a dynamic environment with shifting priorities
- Ability to work independently and as a member of a small, collaborative team
- Commitment to the mission and goals of the organization

### **Preferred**

- Degree in Communications or related field
- Experience with desktop publishing
- Experience with CRM databases (Salesforce preferred)
- Adobe Photoshop and InDesign
- WordPress
- VirtualResponse
- Quickbooks
- Experience managing a small organization's IT needs
- Bookkeeping experience
- Event coordination
- Volunteer management
- Familiar with the needs and wants of people aged 60 and older
- Experience in a community center setting
- Valid driver's license and regular access to personal vehicle

## **TO APPLY**

Please submit your résumé and cover letter in PDF format to [hire@nestseattle.org](mailto:hire@nestseattle.org). Writing and design samples may also be submitted, but are not required.