SCIDpda

Development & Communication Coordinator, Community Initiatives

Reports to: Senior Development & Communication Manager

FLSA Status: Non-Exempt, Full-time, 40 hrs/wk

Compensation Range: $20.19/hr ($42,000/yr) — $21.57/hr ($44,867/yr) DOE, with option of (up to) 10% incentive pay.

General Nature & Scope: The SCIDpda is a community development organization with the mission to preserve, promote, and develop Seattle's Chinatown International District (CID) as a vibrant community and unique ethnic neighborhood. The Development and Communication Coordinator provides support to the Senior Development and Communications Manager on duties related to fundraising and grants, marketing and communications, and administrative support SCIDpda's Board of Directors. This is a dynamic role that requires excellent communication and project management skills, and an efficient person in this role is able manage multiple project timelines and tasks.

Essential Duties:
The following are essential duties. Other duties, as needed, may be further defined by supervisor.

1. Marketing and Communications
    - Assist Senior Development & Communication Manager and Community Initiatives team in developing and implementing a communications strategy designed to further organizational objectives. Monitor analytics and track the successes and failures of campaigns and strategies.
    - Maintain upkeep of SCIDpda's online/digital presence, including websites and social media platforms.
    - Write content to support communications and marketing efforts, including e-newsletters, website copy, social media, and press releases. Create multimedia assets if necessary (graphics, photo, etc.).
    - Plan SCIDpda's promotional event(s) (i.e. SCIDpda Bash) to help keep the organization top of mind, and coordinate logistics, volunteers, support staff, and vendors to execute event. Support other team members in their event production processes.
    - Support communication and outreach between SCIDpda and collaborative partners, third-party vendors, media outlets, and community members.

2. Development (Event & Campaign-based Fundraising)
    - Support marketing campaigns for fundraising and annual giving solicitations.
    - Plan and manage SCIDpda's annual signature fundraiser event/campaign:
        o Co-plan and co-manage fundraising event logistics and marketing campaign.
        o Manage sponsorship procurement and support SCIDpda leadership with obtaining sponsors.
        o Manage sponsorship communication, invoicing, and implementation of sponsor benefits (logo/ad placement, guest tickets, etc.)
        o Coordinate volunteers, support staff, vendors, and auction items.
    - Responsible for recording, processing, and reconciling donations, as well as creating donor acknowledgements.
    - Respond to donors with questions about their donations.

3. Development (Grant-based Fundraising)
    - Support the Senior Development and Communication Manager in the writing, preparation, submission, and tracking of grant applications.
    - Manage the completion of invoices and reports for grants supporting SCIDpda's general operations, property operations and real estate development departments.

4. SCIDpda Board
- Administratively support the SCIDpda board, including coordinating monthly meetings and establishing quorum, board packets, meeting minutes, document signing and filing.
- Take notes at monthly Community Initiatives board sub-committee meeting.

Supervisory Responsibilities: None

Knowledge, Skills, and Abilities
- Must have strong writing, interpersonal, and oral communication skills, and the ability to think analytically.
- Must have superior time management and organizational skills, and the ability to meet deadlines.
- Ability to work independently **and** as part of a team in a collaborative environment **and** communicate with a wide variety of stakeholders.
- Demonstrated ability to prioritize tasks while maintaining multiple projects.
- Project management and/or event management is a plus.
- Must have experience with Microsoft Office (Word & Excel) and/or equivalent software.
- Experience with design software such as Canva or Adobe Creative Suite is not required, but a plus.
- Experience with social media marketing and/or newsletter marketing is not required, but a plus.
- Ability to converse in Cantonese, Mandarin, or Vietnamese is not required, but a plus.

Education & Experience: Any combination of experience and training that would likely provide the required knowledge, skills and abilities will be considered.
- Bachelor's degree or equivalent work experience. Backgrounds in project management, the humanities, communications, marketing, journalism, event management, business administration, are desirable.
- At least two (2) years of experience with customer service and/or a customer-centric position.

Licenses or Certificates: None required.

Physical Demands/Working Conditions: The physical demands here are representative of those that must be met by an employee in a business office environment to successfully perform the essential function of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of the job.
- Work is primarily performed in an office environment with a low to medium noise volume. While performing the duties of this job, the employee is frequently required to read, speak, stand, walk, sit, and use a computer keyboard and monitor.

This position description generally describes the principle functions of the position, the level of knowledge and skills typically required, and the general scope of responsibility. It is not intended as a complete list of specific duties and responsibilities and should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned.

Benefits:
- Medical, Dental, and Vision Insurance
- Group Life/Disability Insurance
- Retirement Plan
- PTO
- FSA
- Bonus
- Possibility of Hybrid Work Environment

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Employee   Date

SCIDpda Mission: To preserve, promote and develop the Seattle Chinatown International District as a vibrant community and unique ethnic neighborhood.