



Job Announcement: Membership and Events Coordinator

Position Details

- **Employment type:** Full-time, non-exempt
- **Compensation:** \$64,000-\$70,500 annually
- **Benefits:** Includes employer-paid medical/dental/vision insurance, 3% Simple IRA match, 12 sick days per year, and vacation starting at 3 weeks per year (increasing to 5 weeks). Sabbatical after 8 years.
- **Location:** Seattle. Largely remote with 1-2 days per week in the office. Occasional work in the evenings. 1-3 trips per year that are multiple nights.

Position Summary:

We are looking for a team member to partner with the Philanthropy and Communications teams. This role plans and implements fundraising activities focused on events (mainly our annual auction/dinner), membership, fundraising campaigns, and fundraising systems. We are looking for someone who is creative, adaptable, cooperative, organized, and passionate about conservation and the environment. The ideal candidate will excel at collaboration and outreach and have experience in fundraising, event management and/or communications.

Responsibilities:

Lead Annual Auction and Dinner (40%)

Serve as lead for CNW's annual auction and gala dinner, coordinating with Philanthropy staff and the Board Auction Committee to oversee all parts of the event. The event is held in April and takes up the majority of the position's time from January-early May.

- Oversee strategic direction and production of the auction and dinner. This includes overall event management and planning and coordinating staff and volunteers.
- Manage event logistics including vendor management; guest list oversight; auction item procurement; back-end management of event software (Classy/GoFundMe Pro); managing the online silent auction, raffle, and live auction; coordinating gift processing; event collateral including the program and informational posters; sponsorships; and communications.
- Coordinate closely with the Major Giving Manager on invitations and guest list.
- Maintain and build corporate relationships and partnerships in support of auction sponsorships, donations, and broader opportunities for support.

Membership and External Communications (40%)

Engage external audiences, with a focus on individual and mid-level donors. Support overall communications with our audience, primarily through email, online, and print materials.

- Contribute to or lead the designing, drafting, and production of collateral and written materials for use by the Philanthropy and Communications teams. This will include both online and print communications, such as newsletters, annual reports, mailers, email giving campaigns, program and impact one-pagers, blogs, and social media content.
- Contribute to strategy for engaging external audiences, including donor cultivation and stewardship; diversification of our audience; analysis and segmentation to identify key targets and create more focused communication materials.

Web and email

conservationnw.org
facebook.com/ConservationNW
info@conservationnw.org

Seattle headquarters

1829 10th Ave W, Suite B
Seattle, WA 98119
206.675.9747
206.675.1007 (fax)



- Strategize and implement online campaigns, with an emphasis on appeal messaging, peer-to-peer fundraising, and social media.
- Engage in community relations and partnership opportunities with an emphasis on audiences not traditionally reached by CNW.

Collaboration and Systems Management (20%)

- Maintain our donation pages and systems in Classy and on CNW's website.
- Support donor database (Salesforce) maintenance and analysis, including reporting and segmenting. Maintain donor lists in our email system (ActiveCampaign) and syncs between systems.
- Collaborate with the Philanthropy Director and Major Giving Manager on holistic donor strategy and engagement.
- Support philanthropy staff leading fundraising events, such as the major donor briefings, working closely with Philanthropy and Communications teams.
- Backfill other general Philanthropy support as needed (for example, gift processing and thanking during peak times).
- Opportunity to engage with CNW's diversity, equity, inclusion, and belonging work.

Desired Qualifications

Conservation Northwest recognizes that applicants that could be successful in this role may have a variety of backgrounds that do not perfectly match the desired qualifications. Interested candidates that align with a majority of the job description and have an aptitude and interest in acquiring new skills or experience are encouraged to apply. Applicants from marginalized or underrepresented groups are strongly encouraged.

- 5+ years of experience in event planning, fundraising, marketing, partner/sponsor development, communications, or similar field. Nonprofit fundraising event experience is preferred.
- Undergraduate degree preferred but not required with other equivalent experience.
- Project or event management experience or demonstrated experience running collaborative efforts.
- Strong writing skills, with writing/editing and collateral design/production experience preferred. Some graphic design skills (Photoshop, Canva, Adobe Express) a plus.
- Experience building internal or external partnerships, for example business relationships and donor or audience engagement.
- Experience using Classy (GoFundMe Pro), Salesforce, and ActiveCampaign (or other similar digital event management tools, donor databases, and email tools).
- Adaptable, collaborative, creative, process/detail-oriented, problem-solving skills, ability to work independently, strong interpersonal communication.
- Environment and nonprofit experience or interest preferred.

Conservation Northwest is an equal opportunity employer committed to creating an inclusive workplace that represents the diversity in our communities. Veterans and people with diverse social, racial, and ethnic backgrounds are encouraged to apply. All qualified applicants will be considered for employment without preference given to race, color, religion, sex, sexual orientation, gender identity, social background, or disability status.

Who we are:

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Conservation Northwest has a 30+ year track record of success protecting and connecting wildlands in Washington and British Columbia, and recovering our region's iconic wildlife including wolves, wolverines, fishers, lynx, and grizzly bears. We recognize that for long-term progress, conservation must go hand-in-hand with healthy, prosperous and equitable communities.

Our M.O. is simple: connect the big landscapes, restore the most vulnerable wildlife, and protect our natural heritage for future generations. We have an annual budget of \$3-\$4M and 28 staff working across Washington. Our conservation community also includes more than 15,000 activists, supporters, and online followers.

Our Mission: We protect, connect and restore wildlands and wildlife from the Washington Coast to the British Columbia Rockies.

Our Values: Adaptability, boldness, collaboration, empathy, equity, integrity, pragmatic idealism, rationality, tenacity

To Apply:

Please send a resume and brief cover letter detailing your interest in this position to **Meghan Madden, Director of Philanthropy and Operations**, at jobs@conservationnw.org. Include **"Membership and Events"** in the subject. **Priority will be given to applications received by November 12.** No phone calls, please. Finalists will be asked to provide professional references and sample work products.

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