



A voice and a hub for the Latino community  
as we advocate on behalf of our people  
and work to achieve social justice.

## Job Description

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**Position Title:** DONOR RELATIONS COORDINATOR

**FLSA Status:** FULL TIME, EXEMPT

**Department:** DEVELOPMENT

**Reports to:** DEVELOPMENT DIRECTOR

**Pay Range:** \$65,484

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### **MISSION STATEMENT:**

As an organization grounded in the Latino community of Washington State, it is the mission of El Centro de la Raza (The Center for People of All Races) build the Beloved Community\* through unifying all racial and economic sectors; to organize, empower, and defend the basic human rights of our most vulnerable and marginalized populations; and to bring critical consciousness, justice, dignity, and equity to all the peoples of the world.

### **JOB SUMMARY:**

The Donor Relations Coordinator's responsibilities are to increase the number of donors and supporters to El Centro de la Raza, cultivate and improve relationships with donors, and support the organization in reaching its fundraising goals. This includes soliciting and processing gifts, communicating with donors and supporters, data entry and fiscal reconciliation, and fundraising related marketing/communications. This position is part of the Development Team and supervises fund development work-studies, interns and volunteers. This job description is not designed to contain a comprehensive listing of all regular activities, duties or responsibilities that may be required. Duties, responsibilities and activities may change at any time without notice. Requires a 6-month evaluation period.

### **ESSENTIAL QUALIFICATIONS:**

- Bachelor's degree required
- At least five years of work experience required
- 1-2 years of transferrable non-profit or fundraising experience preferred
- Strong oral and written communication skills required
- Demonstrates professionalism, positivity, accountability, teamwork and open communication
- Strong organizational skills and detail-oriented
- Passion for the mission, vision, values and principles of El Centro de la Raza
- Practices cultural sensitivity and anti-racism

### **ESSENTIAL FUNCTIONS:**

- Process, acknowledge and track all donations, inkind gifts and pledges from all sources including individuals, workplace giving, corporate matching funds and more
- Enter and update all donation and donor data in Salesforce and reconcile data with Fiscal monthly
- Manage donor recognition, donor calls and other stewardship tasks
- Identify, cultivate and solicit annual fund donors including mid-level donors and monthly donor
- Manage the inkind donations program and wish lists
- Create, write and execute targeted direct mail, email and digital giving campaigns to donors and prospective donors (i.e. giving days, peer-to-peer fundraising and end-of-year campaigns)

- Create and send mass emails and social media content for the Christmas Tree Sale and other fundraising related campaigns (i.e. GiveBIG, Giving Tuesday, End of Year Giving, etc.)
- Coordinate Annual Christmas Tree Sale online sales, marketing, outreach and communications
- Assist with auction item procurement, data entry of items and guests, and the annual auction itself
- Help create fundraising content for our monthly eNewsletter including success stories and photos
- Lead the creation and production of the organization's annual report
- Attend/table at corporate, foundation and community events
- Research donor prospects and track all donor notes in Salesforce
- Supervise fund development work-studies, interns and volunteers
- Provide reports like a Daily Gift Report, weekly updates and monthly Board reports
- Assist with house parties, donor events, Cafés, Cooking Classes and cultural events as needed
- Attend all team and organization meetings, events and activities as assigned
- Collaborate with all employees to achieve the mission and fundraising goals of the organization
- Performs other duties and responsibilities as assigned by the Development Director

#### **SKILLS/TECHNICAL KNOWLEDGE:**

- Computer proficiency, including Microsoft Office 365 and Adobe Creative Suite
- Experience with Salesforce, MailChimp, Mogli (mass texting service), Click & Pledge, Benevity or similar donation platforms and software. Familiarity with marketing software is a plus.

#### **WORKING CONDITIONS:**

Works in a general office environment at El Centro de la Raza. Works a minimum of 40 hours per week. May require a flexible schedule. May work different hours on different days. May require some local travel. This is a hybrid position with three days minimum in-office time required each week. El Centro de la Raza reserves the right to change any or all conditions under which this position is permitted to work remotely or withdraw permission to work remotely with or without advance notice.

#### **PHYSICAL REQUIREMENTS:**

- Ability to sit, walk, stand, bend, squat, climb, kneel, and twist on an intermittent or continuous basis
- Ability to grasp, push, pull objects such as files, file cabinet drawers, and reach overhead
- Ability to operate telephone, desktop or laptop computer
- Ability to lift up to 40 lbs. and move large boxes of donations, furniture, etc. as needed

#### **EL CENTRO DE LA RAZA OFFERS THE FOLLOWING BENEFITS TO FULL-TIME/PART-TIME STAFF:**

- Medical and dental insurance with competitive employee and family rates.
- Basic life insurance provided at no cost to employee; option to buy up for additional coverage.
- 401(k) plan with 5% employer contribution; eligible to participants after six months of employment; eligible for employer contribution after first year of employment with El Centro.
- 12 days of sick/safe pay time each calendar year (accrued by pay period); eligible to take accrued leave after 90 days of employment.
- 15 days of vacation accrued by pay period; start accruing upon hire; eligible to take after 6 months of employment plus a floating holiday and birthday off.
- 9 days of paid holidays + 5 days paid time off during the last week of December.
- Access to a Flex Spending Account (FSA) if desired.
- Employment Assistant Program (EAP) for all employees, which provides help with mental health, stress, grief and loss, illness or trauma, relationship conflicts, financial guidance, life adjustments, and more.



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**COVID-19 VACCINATION REQUIREMENT:**

This position is subject to the City of Seattle and/or King County requirement(s) for contractors to be fully vaccinated against COVID-19. As a public entity interacting with the public, all our staff must be vaccinated. Failure to submit proof of vaccination will result in the withdrawal of a job offer.

**EQUAL EMPLOYMENT OPPORTUNITY AND ACCOMMODATION STATEMENT:**

El Centro de la Raza provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state or local laws. This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation and training. Qualified individuals must be able to perform the essential duties of the position with or without accommodation. A qualified person with a disability may request a modification or adjustment to the job or work environment in order to meet the requirements of the position. El Centro de la Raza will attempt to satisfy requests as long as the accommodation needed is a reasonable and no undue hardship would result.

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Supervisor Signature

\_\_\_\_\_  
Date

cc HR, personnel file

REV: 02/2023