Events and Communications Manager Position Description

Organizational and Position Summary

Rebuilding Together Seattle is the leading community revitalization partner in our region focused on addressing substandard, unsafe, and unhealthy housing conditions. Our coordinated approach leverages resources and partnerships to offer home repair and modification services to low-income homeowners and nonprofit facilities at entirely no cost to them. We are proud to be part of the national Rebuilding Together Network, with more than 120 affiliates nationwide repairing over 10,000 homes annually with the help of nearly 100,000 volunteers. Together we repair homes, revitalize communities, and rebuild lives.

Rebuilding Together Seattle (RTS) is seeking an empathetic, dedicated, and exceptionally organized Events and Communications Manager to join as an integral member of our small, but mighty team. Reporting to and working closely with the Executive Director, the Events and Communications Manager is a fundraising position with significant opportunities to assume responsibilities across a wide range of relationship building, marketing, communications, and management activities. The successful candidate will bring a growth mindset in fostering our culture of mutual aid and expressing the values we create together as an organization.

Primary Responsibilities

Event Planning (55%)

- Assume a lead role in planning and executing all fundraising events, including our major fall fundraiser, Night to Rebuild – a “gala-light”, auction with beer and wine tasting
- Manage event logistical details, create event communications and other marketing materials, organize auction procurement, and administer event operations, including constituent and event data tracking and analysis
- Coordinate other seasonal or special events such as an annual fundraising campaign or small appreciation/cultivation events for donors and volunteers

Communications and Brand Awareness (15%)

- Take a lead role in developing communication materials for donors, volunteers, homeowners, sponsors, and other stakeholder groups (e.g. social media content, sponsorship packets, newsletters, and other e-communications)
- Manages data entry and development of our donor database (Little Green Light, currently), email distribution (Constant Contact), and website (SquareSpace)
- Assist program staff with homeowner interviews, project photography, and communications related to volunteer outreach
Donor Stewardship (20%)

Individual Giving:

- Collaborate with the Executive Director on updating and monitoring the annual development calendar to ensure year-round engagement and stewardship of individual donors
- Process donations, generate and track tax-receipts and timely acknowledgement letters, maintaining accurate records

Corporate and Foundation Relations:

- Conduct grant and sponsorship research, and assist in grant writing as needed
- Fulfill sponsorship recognition and benefits, including communications such as social media and press releases, collateral like signage and t-shirts, website updates, etc.
- Attend and support sponsored or grant-funded projects

Operations, Infrastructure, and Other Roles (<10%)

- Direct projects and assignments for Development Intern(s) (when/if
- Schedule and attend Development Committee meetings, attend Board meetings as needed
- Assist homeowner applicants and other callers with information as needed
- Help ensure the smooth operation of the office and other shared duties as assigned

Essential Qualifications

- Mission and values driven with a strong commitment to promote social justice, equity, and inclusion
- Demonstrated experience and comfort in fundraising, soliciting for donations, and/or planning major events (2-3+ years of post-degree experience in nonprofit development or event management a plus)
- Capable marketer with an astute eye for written and visual communication (design or marketing experience, including ability to use design software a plus)
- Computer proficiency including Microsoft Office products (experience with CRMs and fundraising/event software, like Salesforce and GiveSmart, a plus)
- Strong writing and editing skills (a must have to succeed in this role)
- Excellent interpersonal skills, and a quintessential “team player” who is willing to support colleagues outside of one’s primary responsibilities
- Enthusiastic self-starter operating with accountability, dependability, and integrity
- Comfort working with a diverse base of support and stakeholders, including homeowners, community leaders, volunteers, donors, other nonprofit organizations, agencies, and corporate partners
- Ability to provide own car, insurance, and valid driver’s license, or other means of travel throughout the greater Seattle area (mileage or bus fare reimbursed for external engagements)
- Positive disposition and, if not funny, at least good humored

Application Process and Other Details

Limitations and Disclaimer: The above job description describes the general nature and level of work to be performed; it is not meant to be an exhaustive list of all responsibilities, duties, and skills required for the position.
Timeline: Position will remain open until filled, though interested candidates should submit as soon as possible. We expect to have our final candidates identified in June and starting by July. Applications will be reviewed and candidates considered on a rolling basis. A mutually agreed upon start date will be determined at the time of hire.

Employment Status: This is a full time, exempt position.

Compensation and Benefits: Salary range is $50,000 - $60,000, in accordance with demonstrated skills and experience. RTS offers 11 paid holidays annually, generous paid time off package (including a year-end winter break), a healthcare stipend, and professional development funds as part of our compensation package. We believe in the intentional development of our shared office culture and support team building, continuing education, career advancement, a work-life balance, and other growth-mindset opportunities. Small, but mighty, you’ll love our team, our larger network of volunteers and supporters, and enjoy the challenges and chances to affect change in your local community.

Confidential Application Process: Email your resume and cover letter summarizing your interest, qualifications, and experience to Caleb Marshall at cmarshall@rtseattle.org with Events and Communications Manager Position in the subject line. Please no phone inquiries; we will contact you should we want to move forward with a phone screening and/or interview.

Equal Opportunity Employer: Research shows that many qualified candidates talk themselves out of applying for positions they are capable of doing. Applicants of all identities and backgrounds are encouraged to apply; if you’re excited about this position or ones with other organizations, but feel you may not meet all the qualifications or have the request experience, please still apply!