

Join our team! You could play an important role at Cocoon House.

We empower young people, families, and communities to break the cycle of homelessness through outreach, housing and prevention. Through our programs, we serve hundreds of youth and their families at our four locations and throughout Snohomish County. To learn more, please visit our website at <http://www.cocoonhouse.org>

We're looking for an **Annual Giving Coordinator** –

Job purpose: To lead the fundraising efforts of the annual fund campaign and activities, and meet revenue goals in a timely manner. This position is responsible for engaging, cultivating and stewarding donors in various annual fund activities. This position will work closely with the Director of DCR, the Public Relations Manager and the community at large. This is a key position in the Development and Community Relations team.

Hours: Full-time, 40 hours per week

Pay: Dependent upon qualifications (DOQ)

Benefits: Full benefits after 60 days

Duties and responsibilities:

- Oversee the planning and execution of Annual Fund activities that result in met revenue goals, while ensuring donors are engaged and stewarded through:
 - Appeals & Mailings
 - 3rd Party Events
 - Young Professional Group
 - Reoccurring Donors
 - Holiday Giving & Gift Drive
 - Work Place Giving Campaigns
- Complete data entry and reconciliation with finance on a weekly basis
- Assist with two main fundraising events, Butterfly Graduation and SILK Dinner & Auction
- Professionally represent the agency at events and outreach events when necessary
- Other duties as assigned

Qualifications:

- BA preferred
- 2 year related experience or equivalent combination of education and experience
- Valid Driver's License
- Ability to pass a DSHS background check
- Strong verbal and written communication skills.
- Ability to maintain confidentiality
- Proficiency with Microsoft Office Suite ad any specialized software
- Willingness and ability to support the needs of the agency

- Self-starter, problem solving skills, highly organized, able to multi-task, flexible with the ability to adapt to new ideas and processes.

Working conditions:

- Mobility: ability to sit for long periods, move about an office, stand occasionally, reach above and below desk level
- Dexterity: fine manipulation sufficient to operate a keyboard, handle individual papers, write and take notes
- Lifting: occasional lifting of papers, files, equipment and material weighing up to 25 pounds
- Visual Requirements: close vision sufficient to read files, documents, and computer screens and do close-up work; ability to adjust focus frequently
- Hearing/Talking: ability to hear typical speech, speak and hear on the telephone, and speak in person
- Emotional/Psychological Factors: ability to make decisions and concentrate; frequent contact with others including some public contact; frequent deadlines and time-limited assignments

Staff may work with challenging clients and must have the ability to de-escalate caregivers, parents & youth.

Physical requirements:

- Ability to perform moderate physical work, exerting up to 50 pounds of force occasionally and 10 to 20 pounds frequently.
- Ability to stand, walk, reach, climb, stoop, kneel, or crouch adequately to observe and participate in activities.
- Ability to see and hear adequately to observe physical and behavioral conditions.
- Ability to speak and hear sufficiently.
- Must have the ability to run up and down indoor and outdoor stairwells in case of an emergency.
- Communicate effectively with youth, staff, parents, other programs, vendors and the public, both orally and in writing.
- Hear voice conversations and alarms.
- Possess close vision, far vision, side vision, depth perception, visual ability to read a variety of materials.
- Dexterity of hands and fingers to reach, handle and operate telephone, computer keyboard, record information in appropriate files and logs.

Cocoon House will provide reasonable accommodation to qualified persons with disabilities if requested.

Cocoon House is strongly committed to removing barriers and supporting inclusion and diversity in all its forms. We strive to create a safe and open atmosphere for young people, families, staff, board members, community partners and funders. We learn from the diverse individuals we work with and embrace their unique attributes to ensure we fulfill our agency mission and core values. Cocoon

House is an Equal Opportunity Employer. We seek to provide equal opportunity for all persons without regard to race, age, color, religion, gender, gender expression, marital status, sexual orientation, military status, national origin, or any other characteristic protected under the law. People of color and members of the LGBTQ community are strongly encouraged to apply.

If you are interested in this position, please email a resume and cover letter, in Word or PDF format to chris.eck@cocoonhouse.org. No phone calls accepted. Only those candidates being considered will be contacted.