Community Engagement Coordinator Position Description

Title: Community Engagement Coordinator
Reports to: Heather Danforth, Donor Engagement Manager
Hours: 40+ hours/week with occasional evenings/weekends
Date: July 13, 2021

OVERVIEW OF WASHINGTON'S NATIONAL PARK FUND
Washington’s National Park Fund (herein referred to as “the Fund”) is the official fundraising partner with Mount Rainier, North Cascades and Olympic National Parks. We’re raising more and, most importantly, awarding more to the parks each year for their top priority projects. We work closely with Park leadership, rangers and scientists throughout the year with the mission to raise private support to deepen everyone’s love for, understanding of, and experiences in Mount Rainier, North Cascades and Olympic National Parks. As an employee of the Fund, you will have a highly unique opportunity to positively impact public lands.

The Fund is made up of seven hard-working individuals who are overseen by a very supportive and engaged board of directors. We care deeply for our cherished Mount Rainier, North Cascades and Olympic National Parks and are dedicated to advancing science and research, improving visitors’ experiences, expanding volunteerism and stewardship, and providing for youth and family programs within them.

OVERVIEW OF THE POSITION
The Community Engagement Coordinator serves a critical role within the organization. Reporting to the Donor Engagement Manager, the Coordinator works closely with the Fund team, Board of Directors, Event Committee, community volunteers and donors, park employees and corporate partners. This full-time position is responsible for creating and executing engagement activities and programs on behalf of the Fund including:

- WNPF annual auction (Spring Dinner and Auction or Virtual Auction for the Parks)
- Fundraising climbs/hikes in Mount Rainier, North Cascades, and Olympic National Parks
- Community and Neighborhood Fireside Circles throughout the state
- Annual weekend in a park (Women’s Only Weekend/Pair up for the Parks)
- Annual Board, Staff and Park Advisor Retreat
- Supporting third-party events and building partnerships:
  - RAMROD (Ride Around Mount Rainier in One Day)
  - Ride the Hurricane at Olympic National Park
  - Pacific Runderland 5K, 10K and Kid’s Fun Run
- Additional events as the Fund continues to grow
- Field event related calls and emails to assess opportunities to grow and partner with new organizations

OVERVIEW OF CORE RESPONSIBILITIES
PLANNING/COORDINATION
- Coordinate all logistical details of events – catering, venue, program, seating, décor, etc.
• Compile and monitor event timelines and ensure deadlines are met
• Create and manage event budgets, negotiate vendor agreements to maximize budget, and remain accountable for budget tracking to ensure that expenses remain in line
• Oversee the promotion, communications, and invitation process for all community events in partnership with the Marketing/Communications & Database Manager
• Manage and coordinate invitation lists and RSVPs in close connection with Donor Engagement Manager
• Manage all communications with guests with respect and accuracy in a timely manner
• Secure sponsorships for the Auction for the Parks, Fundraising Climbs, etc.
• Supervise all day-of arrangements including onsite set-up through event clean-up
• Partner closely with the Fund’s Event Committee throughout the year
• Serve as liaison with vendors on event-related matters
• Keep inventory of backdrops, projectors, pop-up banners, etc., of all event materials
• Create and distribute “Know before you go” to all guests planning to attend events (excluding Auction for the Parks)
• Create thoughtful Show Flows complete with list of attendees
• Assist the CEO with speech content for event presentations on an as needed basis
• Work with team, committee and/or attendees to create a post-event summary/evaluation for all events; what worked and didn’t work? What changes will be made to improve next year?
• Ensure event related content on the website is up-to-date and accurate throughout the year in coordination with our Marketing/Communications & Database Manager
• Develop strong and collaborative relations with all staff members
• Manage reservations, food and beverages for Board Meeting and Board Retreats
• Support staff with food, beverages and logistics of meetings as needed

PRIMARY RESPONSIBILITIES: EVENTS, FUNDRAISING CLIMBS, FIRESIDE CIRCLES

• **Auction for the Parks** – 350-450 guests, $300,000 plus raised annually
  o Work in tandem with the Event Committee with support from the Donor Engagement Manager
  o Oversee all aspects of the Auction for the Parks (vendors, procurement, show flow, setup/cleanup, etc.)
  o Manage and coordinate the items that are procured with strong support from the Event Committee and community volunteers
  o Work with CEO and park liaisons to secure experiences in the parks
  o Work collaboratively in partnership with all staff as they assist with various roles in preparation and during the Auction for the Parks
  o Oversee the recruitment of volunteers with staff support/assistance
  o With staff and volunteer support, prepare name tags, materials, packages, bid packets, registration lists, etc.
• **Fundraising Climbs and Hikes** – Mount Rainier, Mount Shuksan, Mount Olympus (and other peaks with the parks as the program grows)
  o Cultivate relationships with partners and community members throughout the year
  o Coordinate climb kick-off meetings with partners ensuring presentations are accurate and up-to-date
Manage and oversee team rosters and fundraising pages, ensuring fundraising minimums are met
- Support/encourage participants as they work to reach their goals; provide thoughtful and constructive ideas for increasing the funds raised
- Consider possibilities for swag, banners, climber recognition to support the growth of the program and partner relationships

**Fireside Circles**
- For Community Fireside Circles (i.e., gatherings in the parks) ensure that all audio-visual, food and beverages, etc., are set up and ready prior to guests’ arrival; serve as host(ess) in partnership with Donor Engagement Manager throughout the event
- For Neighborhood Fireside Circles, manage logistics, venues, catering, and any other event needs
- For all Fireside Circles, work with Donor Engagement Manager to manage invitations, guest lists and communications with attendees including:
  - Know Before You Go
  - Post-event follow-up sent out to all attendees that includes a soft form of solicitation/opportunity to support

**Women’s Only Weekend/Pair up for the Parks**
- Work with CEO, Donor Engagement Manager, park leadership and concessionaires to reserve space and manage lodging
- Oversee all aspects of Women’s Only Weekend/Pair up for the Parks
- Ensure that all food and beverages, presentations and activities are scheduled and running on time
- Work with Donor Engagement Manager to manage invitations, reservations, guest lists and communications with attendees including:
  - Know Before You Go
  - Post-event follow-up sent out to all attendees that includes a soft form of solicitation

**REQUIREMENTS/PREFERRED SKILLS**
- Bachelor’s degree (or equivalent experience) required
- 3+ years experience as the successful event planning and production lead for a nonprofit organization
- A distinctive level of understanding, passion and joy for event planning/production
- Exceptional attention to details, time management, and prioritization of projects
- Ability to learn quickly, collaborate and work independently
- A sincere passion for – and interest in – supporting Mount Rainier, North Cascades and Olympic National Parks
- Ability to work occasional nights and weekends
- Valid driver’s license and access to a vehicle for event set up and tear down
- Experience with Greater Giving or similar software
- A respect for the fact that the Fund offices are “no gossip zones” AND the organization as a whole refrains from talking politics (we honor the fact that these parks belong to everyone)
SALARY/BENEFITS

Rate of Pay/Benefits: The following are offered as a part of the employment package:

- **Salary Range:** $48,000 – $55,000 depending upon qualifications
- **Personal Time Off (PTO)**: 30 days (holidays, vacation, sick leave and personal time off combined). Hour do not accrue (the individual must use them by his/her anniversary date or they expire)
- **Volunteer Days**: Two paid days/year to volunteer at a Fund-related organization
- **Office space**: The position has a dedicated office space at Third and Stewart in Seattle
- **Health Insurance coverage**: Medical and dental coverage provided
- **Retirement plan**: Position qualifies for a matching retirement plan after one year of employment
- **Transportation**: Washington’s National Park Fund covers the cost of a bus pass
- **Opportunity**: to work with and in Mount Rainier, North Cascades, and Olympic National Parks
- **Opportunity**: to create a hybrid model of work combining working from home with working in the office
- **Mileage reimbursement**: when traveling to parks and in/around town for work-related business
- **Participation**: in one fundraising climb, hike, ride or run per year at no cost
- **Continuing education**: for specific event-related duties (i.e., Greater Giving, Raisers Edge, etc.) provided as needed
- **Membership**: in a local organization that advances individual skills related to nonprofit work
- **This position is an exempt position**: meaning that the individual will not be paid overtime for any hours the individual puts in over 40 hours/week

TO APPLY

Interested? Intrigued? Submit your credentials!

- Submit your thoughtful and creatively compiled resume and cover letter to heather@wnpf.org
- The more thoughtful/creative the cover letter, the better
- Please note in the subject line: Community Engagement Coordinator
- Standard submissions from generic sites highly discouraged
- Position will remain open until that just right person emerges
- Washington’s National Park Fund is an EEO employer

*No phone calls please*