

Development & Events Coordinator Job Description



Job Title: Development & Events Coordinator
Department: Advancement
Status: Full-Time/Non-exempt/Regular
Reports to: Individual Giving and Informatics Manager
Salary Range: \$19 - \$21/hour

Tilth Alliance works in community with Washington farmers, gardeners, and eaters to build a sustainable, healthy, and equitable food future. For over 45 years, we've endeavored to promote and support the adoption of organic, sustainable, and regenerative growing practices by farmers and gardeners throughout Washington; to make good food more accessible to all; and to inspire people to enjoy growing, cooking and eating food that is both good for them and good for their communities and the planet. The primary strategies we employ are advocacy, education, and collaboration. Equity, inclusion, and the promotion of a culture of anti-oppression are important outcomes expected of all our work.

The Advancement Team leads the organization's philanthropy and communications efforts, engaging, educating, and empowering staff, volunteers, and supporters to work for a just and sustainable food future. We build long term relationships with individuals, businesses, foundations, and government agencies that result in philanthropic investments, volunteerism, and advocacy that advance Tilth Alliance's mission. We seek a driven, energetic Development & Events Coordinator to join our team.

Position Summary

The Development & Events Coordinator organizes Tilth Alliance's friend- and fund-raising events, including the Edible Plant Sale (Wallingford), Farm Fest (Rainier Beach Urban Farm & Wetlands), and annual Tilth Conference (various cities around WA), and supports the Tilth Alliance advancement team with donation entry, stewardship, and other donor-related matters as needed.

This full-time, non-exempt position requires occasional evening and weekend work. It is eligible for benefits including medical, dental, and vision insurance; employee-funded Flexible Spending Account for qualified childcare, healthcare, and transportation expenses; paid vacation, sick, and holiday time. This position will be based at our main office in Wallingford.

JOB RESPONSIBILITIES

Events Coordination

- Serve as primary logistics coordinator and point of contact for Tilth Alliance's special events
- Work with Tilth Alliance staff and Board to coordinate other events as needed, including small, quarterly fundraising dinners at Rainier Beach Urban Farm & Wetlands
- Plan and implement all logistical needs of events. Ensure facilities, equipment, permitting, food, physical setup and breakdown meet event requirements and comply with required regulations
- Work with the Director of Development and the Individual Giving & Informatics Manager to optimize event revenue to ensure goals are met

The job description does not constitute a written or implied contract of employment. Tilth Alliance reserves the right to revise or change job duties and responsibilities as the need arises. Requirements are representative of minimum levels of knowledge, skills, and experience required.

- Work closely with the Community Relations Coordinator to direct activities of event staff and volunteers, providing clear details about roles and responsibilities before, during, and after event
- Work with the advancement team to solicit in-kind donations in support of events

Donation Data Entry & Stewardship

- Enter donor information into Salesforce, Tilth Alliance’s donor management system
- Manage stewardship/gratitude process for individual donors

Donor-Targeted Social Media

- Maintain an editorial calendar to promote fundraising events and campaigns on multiple social media platforms
- In cooperation with the Communications Manager, use social media to promote events, stories, and happenings throughout Tilth’s many programs to inspire financial support

Support Other Organizational Goals & Activities

- Participate in Tilth Alliance’s equity, diversity, and inclusion work
- Incorporate equity and justice into daily work when opportunities arise
- Accept other duties as assigned as part of the Tilth Alliance team

POSITION QUALIFICATIONS

- 2-3 years of experience in planning and coordinating both small- and large-scale, complex events
- Powerful attention to detail, including review of contracts and work orders
- Excellent written and verbal communication skills
- Ability to lift up to 25 pounds
- Excellent communication skills and enthusiasm for working with diverse populations
- Outstanding organizational and time management skills
- Excellent problem-solving skills and ability to work under pressure
- Self-directed and able to work independently as well as with a team
- Proficient in MS Office applications
- Experience with Salesforce or other donor management software a plus
- Able to transport self and supplies to off-site event locations
- Ability and willingness to work occasional evenings and weekends per events schedule

This is a full-time, non-exempt position. The typical work week will be Monday-Friday, with occasional Saturdays, Sundays, or evenings. Benefits include medical, dental, vision insurance, paid vacation, sick, and holiday time, and a 401(k).

How to Apply:

Email cover letter and resume in a single combined PDF to hr@tilthalliance.org with the subject “Development Coordinator Application.”

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Tilth Alliance values equity, diversity, and inclusion and will not discriminate based on race, color, religion, sex, sexual orientation, gender identity, marital status, national origin, age, disability, or genetic information. We are committed to actively seeking a diverse pool of candidates. If you believe you are a good fit for this position, but do not meet our minimum requirements, please apply—tell us about your unique experience and qualifications in your cover letter and we'll take this into consideration when evaluating our applicant pool.

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