



Do you want to make a real difference for people with autism?

The Washington Autism Alliance is searching for a passionate and results-oriented Community Engagement Coordinator to join our team.

In this role, you will be responsible for cultivating and stewarding relationships with our government and foundation partners, ensuring they are engaged with our mission and maximizing their support.

Nature of the Organization: The mission of [Washington Autism Alliance \(WAA\)](#) is to expand access to healthcare, education, and services for people with autism and other intellectual developmental disabilities across Washington State. Our culture is one grounded in supportive relationship building, teamwork, mutual caring, and dedication to our mission.

Job Summary:

The Community Engagement Coordinator plays a vital role in cultivating community support and generating resources for Washington Autism Alliance's mission. This position focuses on developing and executing peer-to-peer fundraising initiatives, organizing engaging resource fairs, and managing successful donation drives. The ideal candidate is a highly motivated, organized, and personable individual with a passion for community engagement and fundraising.

Responsibilities:

- **Peer-to-Peer Fundraising:**
 - Develop and implement creative peer-to-peer fundraising campaigns, including online platforms, social media strategies, and individual fundraising coaching.
 - Recruit, train, and support peer fundraisers, providing them with the tools and resources necessary for success.
 - Track campaign progress, analyze results, and provide regular reports on fundraising performance.
 - Cultivate relationships with peer fundraisers and recognize their contributions.
- **Donation Drives:**
 - Organize and manage donation drives for needed items (e.g., clothing,

- food, household goods).
- Promote donation drives through various channels, including social media, email, and community outreach.
- Coordinate collection, sorting, and distribution of donated items.
- Maintain accurate records of donations received.

Administrative & Event Management:

- Perform basic administrative duties such as filing, data entry, and maintaining a filing system.
- Manage contact reports with current and prospective partners and investors, ensuring timely entry (within 24 hours) according to office policy.
- Maintain the donor database with accurate and well-organized information.
- Assist with two significant annual events: for the Fundraising Gala and the Day Out for Autism event.
- Attend resource fairs, festivals, and other public events
- Other duties as assigned
- **General:**
 - Collaborate with other staff members to develop and implement overall fundraising strategies.
 - Build and maintain relationships with community partners, donors, and volunteers.
 - Represent the organization at community events and outreach activities.
 - Manage budget and track expenses related to fundraising and community engagement activities.
 - Prepare and present reports on fundraising progress and community engagement efforts.

Qualifications:

- Bachelor's degree in a related field (e.g., nonprofit management, marketing, communications) preferred.
- Proven experience in fundraising, event planning, or community engagement.
- One year of nonprofit fundraising and development experience preferred
- Aptitude and interest in fundraising and community engagement
- An interest in helping individuals and families affected by autism
- Excellent organizational and time-management skills
- Proficient in Microsoft Office/Google docs applications
- Strong interpersonal and communication skills, both written and verbal.
- Ability to work independently and as part of a team.
- Excellent organizational and time management skills.
- Proficiency in using social media platforms and fundraising software.
- Passion for the mission of Washington Autism Alliance.

- Experience working with diverse communities is a plus.
- Solid experience working with integrated Donor Management software (Little Green Light or equivalent), MailChimp, etc.
- Be able to work autonomously and collaborate with a team
- Event support, planning and execution experience
- Must have reliable transportation to attend off-site meetings and events
- Schedule flexibility to attend occasional evening and weekend event

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Join our team and make a positive impact!

Appointment:

This is a part-time position (20 hours/week).

Salary will be determined based on experience: \$24.00 to \$27.00 per hour.

To Apply:

Please submit your resume and cover letter to Trish Thrush at office@washingtonautismadvocacy.org.