



Do you want to make a tangible difference for the autism community?

Washington Autism Alliance (WAA) is seeking a **passionate, people-centered, and results-driven Annual Funds Coordinator** to join our growing team. In this role, you will play a meaningful part in expanding community support by cultivating and stewarding relationships with annual donors and volunteers, ensuring they feel connected to our mission and inspired to deepen their impact.

Our Why

Founded in 2007, Washington Autism Alliance was catalyzed by a bold vision of a future where **all families in Washington State have access to the resources they need to support the well-being of loved ones with autism.**

Almost 20 years later, we are still dedicated to our founding mission: **expanding access to healthcare, education, and services for people with autism and other intellectual and developmental disabilities across Washington.**

WAA's team culture is rooted in **relationship building, collaboration, compassion, dedication, and resilience**, and we are looking for someone who shares these values.

Job Summary

The **Annual Funds Coordinator** plays a vital role in cultivating community support and generating essential resources for WAA. This **hybrid and dynamic** position focuses on developing and executing peer-to-peer fundraising initiatives, organizing and attending engaging resource fairs, and managing successful donation drives.

The ideal candidate is personable, highly motivated, conscientious, and energized by community engagement and fundraising.

Key Responsibilities

Fundraising Campaigns

- 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 by providing tools and resources needed for success
- Track campaign progress, analyze results, and prepare regular reports on fundraising performance
- Cultivate strong relationships with peer fundraisers and acknowledge their contributions

Donation Drives

- Organize and manage monetary donation drives for keystone annual events
- Promote drives through social media, email, and in-person community outreach (*in partnership with marketing*)
- Deliver personalized acknowledgements and follow-up outreach for all donation drive gifts in a timely manner
- Maintain accurate records of donations received

Administrative & Event Support

- Perform basic administrative duties, including filing, data entry, and maintaining organized digital filing systems
- 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 major annual events: the **Fundraising Gala** and **Day Out for Autism**
- Attend resource fairs, festivals, and other public-facing events regularly (frequency fluctuates seasonally, averaging one event per week)
- Other duties as assigned

General

- Collaborate with staff to develop and implement overall fundraising strategies (such as year-end appeals and annual donation requests)
- Build and maintain relationships with community partners, donors, and volunteers
- Represent WAA at community events and outreach activities
- Manage the outreach budget and track related expenses
- Prepare and present reports on fundraising progress and community engagement efforts

Qualifications

- Bachelor's degree in a related field (nonprofit management, marketing, communications) preferred, but not required
- Proven experience in fundraising, event planning, and community engagement
- Campaigns and canvassing experience preferred

- Sales experience desired
- One year of nonprofit fundraising or development experience preferred
- Strong interest and aptitude for fundraising and community engagement
- Genuine interest in supporting individuals and families affected by autism
- Excellent organizational and time-management skills
- Proficiency in Microsoft Office and Google Docs
- Strong written and verbal communication skills
- Ability to work independently and collaboratively
- Proficiency with social media platforms and fundraising software
- Experience working with diverse communities is a plus
- Experience using donor management systems (Little Green Light or equivalent), Mailchimp, etc.
- Event support, planning, and execution experience
- Reliable transportation to attend off-site meetings and events
- Schedule flexibility for occasional evening and weekend events

Appointment

- Part-time position (20 hours per week)
- Hourly rate: **\$24.00–\$27.00**, commensurate with experience

To Apply

Please submit your **resume and cover letter**.

Be sure to address the following in your **cover letter**:

- *Why are you interested in working with Washington Autism Alliance?*
- *What unique strengths would you bring to our team?*
- *How has your previous experience prepared you for this role?*

Please submit your resume and cover letter to: **philanthropy@washingtonautismadvocacy.org**