

Volunteers of America (VOA) responds to the needs of the most vulnerable in our local community, including homeless and runaway youth, veterans, homeless women, foster youth, young families in crisis, adults with disabilities, the medically fragile, and those searching for affordable housing. If you love to connect with people – in-person, on social media, by email, etc. – and are looking for the kind of work that will help you make a difference, our Relations Development Specialist position may be perfect for you!

In order to apply, you **must have** a High School Diploma or GED and possess a Bachelor's Degree – **OR** equivalent combination of education and experience – in the fields of Communications, Marketing, Public Relations, non-profit Human Services, Journalism, or other related areas. You **need** to have a Washington State Driver's License and be able to pass a Washington State background check.

To be successful in the Relations Development Specialist position, you need to be very comfortable and proficient with technology, including but not limited to: various social media platforms, CRM's, databases, spreadsheets, software for creating newsletters and other communications, etc. **The main responsibilities of this job are:**

- Develop and maintain strong and positive relationships with new, existing, and potential donors using multiple channels including, but not limited to: social media, in-person presentations, printed materials, email communications, hand-written notes, phone outreach, etc.
- Develop and send out physical and/or electronic newsletters consistent with VOA brand and guidelines to reach out to donors and the community on a regular basis
- Maintain accurate, up-to-date donor records and keep track of donor communications using CRM and/or database tools
- Plan, organize, and execute successful, well-attended fundraising and community events and public speaking engagements
- Develop strategies for fundraising based on current community trends in coordination with the CEO, Program Directors, and Board Members
- Assist with grant writing, budgeting, and management of organizational and office duties

VOA provides great benefits for its staff, including paid holidays, sick leave, personal time off – plus medical, dental, life, and disability insurance. If you desire to be a part of an organization that values its employees and clients, this could be the perfect position for you!!

JOB SUMMARY:

Full Time	Salary/Wage
Experience:	\$13.00/hour
2+ to 5 Years	Job Shift:
Career Level:	Day Shift (8am-4:30pm)
Experienced (Non-Manager)	
Education Level:	
High School or equivalent	
1 Position(s) Open	