



Title: Development Coordinator
Reports to: Stewardship Manager
Job Type: Part time, Non-exempt (10-15 hrs. per week)
Rate: \$25 per hour
Location: SAL office, 340 15th Ave E, Suite 301, Seattle, WA 98112

Mission:

Seattle Arts & Lectures (SAL) cultivates transformative experiences through story and language with readers and writers of all generations.

We invite you to join our fun, book-loving team of 15 to fulfill the mission of SAL as our Development Coordinator. SAL offers thoughtfully curated experiences through programs that are intergenerational in nature, bolstering both emerging and established literary artists, and inviting change and new perspectives in our audience. We believe these activities are essential to continuously and courageously revitalize equity, justice, and belonging. Our work both internally and externally is guided by our core values: belonging, racial equity, transparency and trust, curiosity, and joy.

SAL Program Overview:

SAL fulfills its mission through educational, public, and community programming, in-person and online. Our public literary events bring the most talented and thought-provoking writers of our times to speak about and read their work. Our free Summer Book Bingo program (co-presented with The Seattle Public Library and the King County Library System) inspires our community to reconnect with the joy of reading through a series of fun challenges. Our youth programs include Writers in the Schools (WITS) and the Seattle Youth Poetry Fellowship (YPF) program. WITS places local, professional writers in public school classroom residencies to inspire K-12 students to tell their stories as they develop lifelong writing skills. YPF elevates the powerful voices of local youth poets committed to community engagement, education, and equity in our region.

Inclusion, Diversity, Equity, & Access:

All staff actively participate in SAL's ongoing efforts to become an anti-racist organization and embody an organizational culture that supports and reinforces our inclusion, diversity, equity & access goals. Our current Strategic Plan and SAL's Equity Accountability Reports are available on the SAL website under "About." This commitment and understanding should be demonstrated throughout the performance of the Development Coordinator responsibilities and staff activities.

Position Overview:

To support SAL's annual development plan, strategic objectives, and revenue goals, SAL is looking for a people-centered, mission-driven, goal-motivated, data-savvy, reading-and-writing enthusiast to be SAL's Development Coordinator.

Reporting to the Stewardship Manager, the Development Coordinator will be responsible for providing administrative and data support for SAL's multi-faceted efforts to foster and sustain long-term, meaningful relationships with our many supporters through thoughtful cultivation of community members, careful stewardship of all donors' contributions, helping to engage donors in SAL's mission and programs, and inspiring them with all that their support makes possible.

Responsibilities:

- Provide excellent customer service in all interactions with SAL supporters.
- Support the Development Team in creation, distribution, and tracking of all individual donor communications, including mailings, social media, emails, and thank you calls.
- Assist in SAL's individual and institutional donor acknowledgement processes, including tracking donor benefits fulfillment.
- With SAL's Stewardship Manager and Events & Annual Giving manager, support the execution of SAL's two major annual fundraising events – the WITS Back-to-School Fundraiser and the SAL Gala, including data entry, registration, tracking of auction items, gift processing, and donor acknowledgement letters.
- Enter data into Patron Manager (CRM) to assure complete, accurate, and up-to-date records of donor contributions, events, and communications.
- Work with SAL's finance team to ensure timely invoicing and payments of sponsorships and pledges, and accurate recording of all gifts.
- Perform annual fiscal year rollover and set-up processes for development in SAL's CRM database.
- Support SAL development events, public programs, WITS programming, and collaborative organizational projects and efforts.

Diverse Workforce statement:

SAL values a diverse workforce and an inclusive culture in all areas of our work and culture. SAL is an equal opportunity employer. We recognize that opportunities in the arts have historically excluded and continue to disproportionately exclude Black and Indigenous people, people of color, people from working class backgrounds, people with disabilities, and LGBTQIA+ people. We strongly encourage individuals with these identities to apply. Strong candidates will bring a diverse set of skills, characteristics, and experiences, both professional and lived. SAL focuses on a holistic view of potential candidates and understanding that no single candidate will offer every desired skill and characteristic. The following offers an aspirational view of the ideal candidate profile, and we encourage applications from candidates with a wide range of experiences and backgrounds.

Minimum Qualifications:

- Aptitude and experience working with CRM databases, particularly Patron Manager or another Salesforce-based system.
- Working knowledge of Microsoft Office Suite required.

Other Desired Qualifications:

- A passion for SAL's mission and programs.
- A commitment to racial equity and social justice.
- Strong attention to detail with excellent follow-through
- Excellent written and oral communication skills.
- Ability to work independently and as a member of a dynamic, creative, highly collaborative team in a fast-paced, open-office environment.
- Flexible, curious and calm under pressure.
- Experience with social media marketing, MailChimp, Adobe Suite, and comfort with Mac OS a plus.

Additional Considerations:

- Evening/weekend hours occasionally required. Attendance for leadup, preparation for, and attendance during events: October 17, 2025 (WITS Back to School Fundraiser), March 21, 2026 (The SAL Gala) The three weeks preceding these are our busiest times.
- This is an on-location position in Seattle. We are, unfortunately, not able to provide relocation assistance for this position.

Application Instructions:

- Send a resume and a cover letter that tells us why this position is a good fit.
- Submit applications electronically in one PDF document to salhr@lectures.org. The email subject line should be "Development Coordinator."
- Open until filled. For best consideration, please submit no later than Friday, July 11th
- **Please Note: Resumes submitted without a cover letter will not be considered.**

Hiring Process and timeline:

- Initial phone interviews will take place 7/16, 7/17, and 7/18
- In-person interviews will be scheduled between 8/4-8/8, and we will make a decision shortly thereafter.
- Ideally, the selected candidate will begin Monday, August 25th
- Contact Information for inquiries related to this position (email preferred):

Hendri Wa,
Administrative Associate
salhr@lectures.org
(206)621-2230 ext. 26