



**Job Title: Community Engagement and Fundraising Coordinator**

**Reports To: Executive Director**

**FLSA Status: Full-Time, Exempt**

**Salary: up to \$70,000 per year, commensurate with experience, plus benefits.**

**Benefits Include:**

- Paid time off (vacation and sick leave).
- Health benefits.
- Professional development opportunities.
- Laptop provided.

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**Summary:**

The Salish Sea School is seeking a passionate and energetic **Community Engagement and Fundraising Coordinator** to increase visibility, build partnerships, engage diverse communities, and secure vital funding. This position is focused on **outreach (50%)**, with additional responsibilities in **fundraising (20%)**, **outdoor programming (20%)**, and **marketing and administration (10%)**.

The ideal candidate is a skilled communicator who enjoys connecting with people and has experience in outreach, donor relations, volunteer coordination, and event planning. You will work closely with the Executive Director to advance our mission of connecting people with the Salish Sea through education, conservation, and community engagement.

This position offers a dynamic mix of public engagement, partnership building, and educational programming that advances our mission to inspire stewardship of the Salish Sea.

*This is a grant-funded position secured for an initial period of three years, with the expectation that the role will contribute to securing continued funding—particularly through fundraising events and donor engagement—to help fund full time work in years two and three. There is potential for renewal beyond the initial term, depending on future funding.*

*We're looking for someone who is not only enthusiastic about our mission but also excited to grow with us and commit to the full three-year term, provided it remains a great fit for both you and the organization.*

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## Key Responsibilities:

### Community Engagement (50%)

- Strengthen and expand partnerships with schools, families, and community organizations to broaden accessibility to our programs.
  - Represent The Salish Sea School at outreach events from Seattle to Bellingham, including weekends.
  - Plan and support community events (e.g., Winter Solstice Luminaria, Orca Recovery Day).
  - Collaborate on social media content, outreach materials, and website updates.
  - Recruit and support volunteers, sharing their impact stories.
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### Fundraising & Donor Support (20%)

- Work with the Executive Director to plan and execute successful fundraising efforts.
  - Assist with campaigns and events (e.g., Giving Tuesday, year-end appeals, Tufted Puffin fundraisers).
  - Support grant writing, submissions, and reporting; maintain a grant calendar.
  - Create donor communications, including thank-you notes, emails, and updates.
  - Research new funding opportunities and cultivate donor relationships.
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### Outdoor Programming (20%)

- Assist with youth and family programming on beaches, boats, and islands for participants from preschoolers to adults.
  - Lead monthly family storytime events or guided hikes.
  - Facilitate *The Pulse*, our virtual education series designed to expand access to Salish Sea science.
  - Enhance partnerships with schools and community groups, particularly during spring and fall seasons.
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### Marketing & Administration (10%)

- Distribute promotional materials and track engagement.
  - Maintain contact lists, outreach records, and marketing opportunities.
  - Provide updates to the team and support a positive, collaborative work environment.
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## Qualifications:

- Strong communication skills—capable of engaging, inspiring, and connecting with diverse audiences.
  - Experience in community engagement, event planning, fundraising, and social media.
  - Knowledge of local marine science, conservation, and the Salish Sea.
  - Confident public speaker and group presenter.
  - Familiarity with donor databases (e.g., Little Green Light, Salesforce).
  - Experience in grant writing, donor reporting, and nonprofit development.
  - Proficient with Microsoft Office, Canva, and Google apps.
  - Friendly, organized, proactive, and able to manage multiple projects and deadlines.
  - Experience in outdoor education or nature-based teaching (preferred).
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## Work Location and Schedule:

### March–October:

- **3 days per week** at the Discovery Center (Skyline Marina, Anacortes).
- **1 day per weekend** attending outreach events or festivals.
- **1 day remote work from home.**

### November–February:

- **1–2 days per week** at the Discovery Center (based on program needs).
- **1 day per weekend** attending outreach events or festivals.
- Remaining days are **remote work from home.**

**Flexibility is required** based on seasonal program needs, weekend events, and occasional travel throughout Oregon, Washington, and B.C.

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## Salary and Benefits:

- **Salary:** \$70,000 per year, plus benefits valued at approximately \$7,200 annually (total compensation: \$77,200).
  - Paid time off (vacation and sick leave).
  - Health benefits.
  - Professional development opportunities.
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## **Organizational Culture and Values:**

The Salish Sea School fosters an **inclusive, collaborative, and innovative work environment** where all team members feel valued and empowered. We welcome individuals who are passionate about our mission and community engagement. Our ideal candidate is a **self-starter**—adaptable, creative, and excited to contribute to a mission-driven team working to connect the community with the Salish Sea and inspire its preservation.

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## **To Apply:**

Please submit a cover letter, resume, and relevant work samples to **admin@thesalishseaschool.org** with the subject line “**Community Engagement and Fundraising Coordinator Application.**”

Applications will be reviewed on a rolling basis, but priority consideration will be given to those received by **April 18, 2025.**