ABOUT PILCHUCK

Pilchuck Glass School (PGS) is an international center for glass art education. Our serene campus in Stanwood, Washington, is nestled in the foothills of the Cascade Mountains on a former tree farm. PGS has a gallery and administrative office in Seattle, Washington, located in historic Pioneer Square.

From May through September every year, our summer and fall program offers a series of courses as well as residencies for established artists in all media. Summer sessions vary in length and offer concurrent courses in a variety of glass working processes for artists of all skill levels. Small classes taught by world-renowned artists and instructors emphasize experimentation and teamwork while fostering individual initiative and expression. PGS also offers residencies for both emerging and established artists during the fall and spring. Increasingly, PGS is introducing new programming to populations who have traditionally lacked access to this type of educational experience.

Additional information available at pilchuck.org.

ABOUT THE POSITION

Reports to: Development Director and Marketing Director

The Development and Marketing Coordinator will serve as an integral part of the organization, working cross-departmentally to help support both Development and Marketing teams located in the administrative office in Seattle, Washington. Occasionally, this position will attend staff meetings and support events held at our campus located in Stanwood, Washington.

This position will be responsible for supporting annual giving, cultivation, and fundraising events, in addition to general marketing and communications tasks. Salary range is $42,000 - $47,000 (DOE) with standard benefits package, retirement eligibility after six months, vacation, sick leave, and public transportation subsidy.

Position Responsibilities

- Act as primary support to the Development and Marketing teams
- Assist in planning and executing special events, including: an annual recognition dinner (Pilchuck Celebrates), Spring Tours, Annual Auction and other donor cultivation and fundraising events as needed
- Collaborate with Database Coordinator to support all event ticketing, registration and receipt processing, as well as participant tracking
- Assist in updating and maintaining constituent and gift records in database, Raiser’s Edge
- Support implementation of fundraising campaigns, including coordinating bulk mailings
- Assist with managing volunteers including recruiting, training, organizing, and actively communicating with 75+ volunteers throughout the year
- Support marketing and communications efforts
• Write engaging messages, storylines, and content for a variety of communications, media and channels, including online content, fundraising appeals, email, social media, web, and collateral to grow awareness and drive growth for Pilchuck
• Draft acknowledgement letters in a timely manner
• Attend all Development and Marketing events, which may include some night and weekend activity both in the Seattle office and Stanwood, WA campus

Qualifications

• A self-starter who can work well both independently and as part of a team
• Detailed and organized individual who thrives in a fast-paced environment
• Excellent interpersonal skills and the ability to work collaboratively with diverse groups of individuals
• Strong written and verbal communication skills, proactive customer service, attention to detail and accuracy, and meticulous organizational and time management skills
• Discretion in managing confidential information
• Familiarity using tools such as Excel, Mail Merge, CRM systems, and event software
• Willingness to manage change and flexibility in the work environment as the organization experiences transitions in 2020 and leading into the 50th Anniversary Year (2021).

Minimum Qualifications

• BA/BS degree and experience working with fundraising and marketing
• Knowledge of event scheduling, production, and execution
• Strong sense of donor-centered fundraising
• Skilled writer and copy editor
• High proficiency in Microsoft Office Suite including Word, Excel, PowerPoint, and Outlook
• Able to work weekends or extra hours to support events or meet deadlines.

Preferred Skills

• Experience working in donor software such as Blackbaud’s Raisers Edge is a plus
• Experience using GreaterGiving software is preferred
• Familiarity with Adobe Creative Suite
• Familiarity with email management programs like MailChimp

Physical Requirements

• Must be able to lift and carry up to 30 lbs
• The ability to walk, ascend and descend stairs and ramps in the office and on campus

TO APPLY

Interviews will be rolling with a deadline to apply of Tuesday, February 18, 2020. Email resume, cover letter addressing relevant experience, and contact information for three references to Lauren Mercurio at jobsearch@pilchuck.org. The email subject line should say “Development and Marketing Coordinator, [Your Name].” Name attached files a label that also includes your last name.

Pilchuck Glass School is an equal opportunity employer. We celebrate diversity and are committed to creating an inclusive environment for all employees and participants. Pilchuck encourages all interested persons to apply regardless of age, race, ethnicity, religion, sexual orientation, gender identity or expression, national origin, veteran, or disability status.