



# TeamChild

## **INVESTMENTS & PARTNERSHIPS ASSOCIATE**

### **TEAMCHILD**

TeamChild is a nationally recognized nonprofit serving vulnerable youth across Washington State. TeamChild is best known for its legal services program reaching children in crisis in King, Pierce, Spokane, and Yakima counties. Our clients are generally 12-24 years old and many are involved in the juvenile justice and child welfare systems. Our legal services program is designed to keep young people out of juvenile court by reconnecting them to education, healthcare, mental health, and housing supports. We work closely with public defenders, juvenile court staff and the community to positively impact the young person's life while helping the youth to accomplish their goals and reduce further contact with the courts. The goal of all of our programs is to divert children away from school exclusion, arrest, and incarceration, and directly into the supports that have the best chances of getting them back on track.

At TeamChild we believe that racial and other social identities should be respected and affirmed. In support of this belief, we are building an equitable and inclusive organization and providing our team of staff, volunteers and Board members with the tools to address institutionalized racism and other forms of oppression. As a result, TeamChild is committed to developing advocacy skills with and beside our client communities to redistribute the advocacy role beyond our agency. All members of our team are responsible for providing and supporting an equitable and inclusive work environment that will enrich our interactions with each other and our products and services. This responsibility provides the foundation for serving our clients and their families so their needs are justly represented and their desires amply fulfilled. For more information about TeamChild, see [www.teamchild.org](http://www.teamchild.org).

### **OVERVIEW**

TeamChild is seeking an Investments & Partnerships Associate (IP Associate) who is excited to support a growing values-based fundraising program at this important moment in our organization's 20-year history. This position will work with all of our offices (King, Pierce, Spokane, Yakima) to support fundraising activities statewide, but will be based in our King County office in Seattle at 1225 South Weller St.

The IP Associate's primary duties will be to provide administrative support to the Director of Investments & Partnerships & the Executive Director, including general office administration, data entry, coordinating calendars, and supporting fundraising activities. In this capacity, the IP Associate will also communicate regularly with both internal and external stakeholders. The IP Associate will report to the Director of Investments & Partnerships. This position includes the potential for growth, depending on the candidate's interest and skill set.

## **PRIMARY RESPONSIBILITIES**

- Maintain and update donor databases and records to ensure accurate donor information, contact reports, and gift entry.
- Send regular, timely gift acknowledgments to donors.
- Maintain and update grants calendar and other reporting tools as needed.
- Schedule & coordinate meetings for Executive Director and Director of Investments & Partnerships with board members, donors, and other stakeholders.
- Coordinate board communication and activities, including updating calendars, tracking committee work, and assisting in preparing materials and reports as needed.
- Provide general administrative support to the Executive Director and Director of Investments & Partnerships.
- Collaborate with all staff on creating mission-driven, compelling stories and messages for grants, communications, and events.
- Support TeamChild statewide fundraising activities including campaigns, events, and donor cultivation.

## **QUALIFICATIONS (REQUIRED)**

- A love for and understanding of the way data can contribute to doing more of what works and less of what doesn't. (Experience with CRMs, specifically Donor Perfect, and Constant Contact a plus).
- Demonstrated experience breaking down big projects into manageable pieces and following through to timely completion.
- Proactive problem solver/solution seeker.
- Ability to coordinate and track schedules and plan meetings with multiple busy stakeholders.
- Basic understanding of fundraising practices for nonprofits.
- Interest in building a fundraising skill set.
- Passion for our mission.
- Excellent written and oral communication skills.
- Excellent organizational skills and superior attention to detail with strong & consistent follow-through.
- Excellent skills with office technology, including strong computer skills and experience with Google Apps, database management systems, Microsoft Word, Excel, & Adobe Acrobat. Demonstrated ability to learn and master new technology and software applications.
- Strong interpersonal skills & ability to work & build relationships across racial, socio-economic, professional, & geographic differences.
- Commitment to confidentiality of donors, clients, staff and board.
- Ability to learn quickly and work both independently and collaboratively.
- Familiarity with racial equity analysis and commitment to undoing institutional racism.

## **PREFERRED QUALITIES**

- Experience in fundraising, communications, marketing, or project management.

- Working knowledge/experience with CRM's (particularly Donor Perfect and/or Constant Contact).

### **COMPENSATION**

This is a full-time position that requires a willingness and ability to work some evenings and weekends, as well as occasional travel within the state. The anticipated salary range for the position is \$40,000 - \$50,000, depending on experience. TeamChild offers a generous benefits package, including excellent health, vision & dental plans; paid vacation, parental, and health-related leave; and disability coverage.

All interested individuals, including people of color, women, persons with disabilities, and persons who are lesbian, gay, bisexual, transgender, and/or intersex are particularly urged to apply. TeamChild is an Equal Opportunity Employer. TeamChild is committed to promoting an environment free of barriers and discriminatory practices for its clients, Board, and staff.

### **TO APPLY**

Please email a concise letter of interest and resume to [jobs@teamchild.org](mailto:jobs@teamchild.org). Please write "IP Associate" and your last name in the subject line. No phone calls or email inquiries please. The Hiring Committee will begin to review applications on December 10<sup>th</sup>, 2018. Before submitting your application, please check TeamChild's website to make sure that this position is still open.