



## **Associate Director of Communications & Development Recruitment Announcement**

**Recruitment Closes:** Open until filled

**Start Date:** Negotiable

**Location:** This is a Washington state home-based position or can be a hybrid position if candidate resides in the Olympia area. Occasional travel statewide, including trips to Olympia, will be required. Candidate should reside within Washington state or be willing to relocate.

### **Job Description:**

The Associate Director of Communications and Development's primary responsibility is to work with PEI's team of Directors to successfully manage Pacific Education Institute's (PEI) organizational operations with respect to communications and development. The Associate Director will identify and utilize tools and strategies to increase system efficiency and build capacity. This is a full-time position that reports to the Executive Director. This position may supervise one or more staff, interns, or consultants.

PEI strives to create a diverse team that allows us to effectively connect to the communities we serve. We have a commitment to integrating diverse perspectives into our workplace culture and encourage our employees to bring their whole, authentic selves to work. PEI evaluates candidates based on their experience, abilities and effectiveness and does not discriminate against candidates based on any other personal characteristic or any classification.

### **Primary Responsibilities**

#### **Operations Management**

- Work with Directors to identify, recommend and prioritize systems/technology to address communication and development needs for proper utilization of, tracking and reporting.
- Manage and support implementation of PEI's communication and development activities in alignment with the strategic plan for Executive Director and PEI Board meetings.
- Maintain Communications and Development Plans and procedures

#### **Funding and Grant Management**

- Coordinate maintenance of PEI's Development Plan including a timeline for regular updates with Board members and Executive Director
- Facilitate monthly Development Committee; create agenda, record notes, track follow-up and support committee members as needed
- Create content and provide reviews for development related communications such as sponsor spotlights in Newsletter and social media posts highlighting sponsor/PEI partnerships
- Maintain the development outlook inbox and update password list for Development accounts
- Work closely with the Executive Director, Board of Directors, staff, consultants, and volunteers to pursue, secure and maintain funding to support PEI's strategic initiatives and programs
- Research new grants, write initial draft of grants, track reporting and write reports
- Manage sponsorship program: maintaining regular communication and ensuring sponsor benefit commitments are fulfilled
- Manage donor campaigns: including FieldSTEM Celebration, Regional Local Giving, and the Holiday Campaign

#### **Communication Management**

- Coordinate maintenance of PEI's Communication Plan including a timeline for regular updates with Board members and Executive Director

- Facilitate monthly Development Committee; create agenda, record notes, track follow up and support committee members as needed
- Oversee PEI publications including annual report, marketing materials, newsletters, social media presence and website
- Manage projects/tasks assigned to consultants working on PEI communication content, draft contracts, ensure timeline and project/task completion and support invoicing process.

**Desired Qualifications:**

- Experience in and commitment to justice, equity, diversity and inclusion in education, communities, and natural resource fields
- Proficient using software programs and online platforms including: Microsoft Office 365, Salesforce, Adobe InDesign, Photoshop, Canva, MailChimp, Form Assembly, WordPress
- Always looking for ways to improve and receptive to feedback and the ideas of others
- Strong time management and organizational skills with an ability to manage shifting priorities
- 4 years of successful experience fundraising for a non-profit organization
- Positive, flexible, professional, team player willing to work behind the scenes for the success of an organization
- Strong written and verbal communication skills and attention to detail
- Excellent problem-solving and analytical skills
- Passion for the Institute’s goal to connect people, nature, and community

**Wages and Employment Information**

This is a full-time exempt position. Salary is \$4,853.00 - \$5,200.00 per month dependent on successful applicant’s qualifications and experience. PEI offers a competitive Employee Benefit Plan and includes paid holidays, vacation/sick leave, health, vision, dental, retirement and life insurance benefits.

**To Apply**

Please apply by submitting a job application on our website at <http://bit.ly/36m5c7T> including a cover letter and resume to Gail Kramer, PEI Finance and HR Director, or by mail to 724 Columbia St. NW, Suite 255, Olympia WA 98501. We are committed to creating conditions where all candidates can fully express their talents and potential and invite you to let us know if there are any accommodations that we can provide to support you in your pursuit of this role. Applications can be accepted in person with an appointment. Incomplete applications will not be considered. PEI thoughtfully reviews every resume submitted but will only communicate with those selected for an interview.

**About PEI:**

PEI is a statewide organization headquartered in Olympia, Washington. PEI is a leader in promoting civic and scientific literacy by empowering people to make balanced, well-informed decisions for just and sustainable communities. We empower educators to advance equitable civic and scientific literacy by promoting outdoor, integrated, career connected, locally relevant, real-world science. It is a process that takes students outdoors to integrate language and math skills with an understanding of complex social (cultural, economic, civic) and natural systems to: answer authentic questions through scientific inquiry, design real solutions through engineering, and resolve issues through collaborative decision making. Find more information at <https://pacificeducationinstitute.org/>.