

ywca clark county

# Events & Development Specialist

## JOB ANNOUNCEMENT

ywca clark county is currently seeking a qualified, motivated, **Events & Development Specialist** to join our forward-thinking Development & Communications team.

### ywca clark county mission

**ywca clark county's** mission is to eliminate racism, empower women, and promote peace, justice, freedom and dignity for all.

### position at a glance

**POSITION:** Events & Development Specialist  
**HOURS:** Non-exempt, full time, 40 hours per week,  
additional hours as needed  
**WAGE:** \$14.30 – \$15.25 per hour, DOE

### DESCRIPTION:

As our Events & Development Specialist, you will implement our annual sponsorship plan and lead staff for fundraising events that will directly support our programs and the people we serve. You will provide overall support to Development & Communications staff and activities.

### POSITION DETAILS:

- Assist with development and implementation of the annual Development & Communications work plan.
- Help coordinate departmental activities that are in accordance with **ywca clark county's** core values.
- Develop, research and implement events and development activities that are mission-driven, successful fundraisers.
- Coordinate annual sponsorship plan for **ywca** special events and activities.
- Develop/implement/maintain corporate/business sponsorship plan.
- Research/acquire data for business prospects.
- Assist in development and maintenance of donor relations.
- Coordinate proposals, tours, and meetings with corporate/business prospects.
- Attend Chamber of Commerce and other relevant community meetings as requested.



## QUALIFICATIONS:

- Bachelors Degree in communications, public relations, marketing, or journalism. Up to four years experience in related industry (event planning, catering and sales, or hospitality) may be substituted for degree.
- Computer skills, including Microsoft Office Suite.
- Ability to work collaboratively in a diverse environment.
- Ability to prioritize projects for maximum efficiency and accountability.
- Access to transportation to attend events and pick up materials as needed.
- A complete job description may be found online at [ywcaclarkcounty.org](http://ywcaclarkcounty.org).

Sound enticing? We want to hear more about you. You might also be interested to know that we offer Medical and Dental Insurance, Long Term Disability, Life Insurance, a 403(b) retirement plan, generous vacation allowance, casual work environment, flexible scheduling opportunities, and a fun and fabulous team of energetic, mission-driven coworkers eager to set the bar high.

To be considered, applications must be on time and complete. Your application should include:

- A cover letter addressed to Jennifer Werdel, Director of Development and Communications
- A current resume, preferably in functional format
- 1 writing sample (eg: professional communication to a potential sponsor, press release, creative writing or business plan)
- A **ywca** application, available online at [ywcaclarkcounty.org](http://ywcaclarkcounty.org), or in person at 3609 Main Street, Vancouver, WA 98663

**APPLICATION DUE:** 5pm on Friday, September 10th  
**DELIVER VIA:** Email to [hr@ywcaclarkcounty.org](mailto:hr@ywcaclarkcounty.org) OR in physical OR CD format to 3609 Main Street Vancouver, WA 98663:

**ywca clark county values diversity in its workforce and strives to create a diverse workforce and an inclusive culture. ywca clark county is committed to equal opportunity employment.**