



42 N. Water St.
Port Hadlock, WA 98339
nwswb.edu

Job Description: Development and Administrative Coordinator

Hours: Full-time, 40 hours per week

Come be part of the Northwest School of Wooden Boatbuilding team! Our vision is to provide the best educational experience to those dedicated to learning craftsmanship through boatbuilding and marine systems.

Position Overview: The Development and Administrative Coordinator plays a vital role in supporting the operational and fundraising activities of the organization. To be successful in this role, candidates should be both creative and accurate, professional, approachable, self-directed and capable of completing projects on their own while also effectively working as part of a team. This role requires proficiency with computers, as well as outstanding organizational and verbal communication skills.

Key Responsibilities:

Development Responsibilities:

- Manage constituent tracking database to maintain donor records; create timely donor acknowledgments; generate accurate reports and support reconciliation of donations reports with Quickbooks financial reports.
- Plan, create, and publish engaging social media content across platforms on a consistent schedule
- Assist with on-campus and offsite event logistics for fundraising events - tasks may include tracking event RSVPs, coordinating set up and refreshments, soliciting, tracking and storing auction items, and playing 'concierge' role for virtual events; serve as IT/technical resource for the event and associated tasks
- Establish and maintain volunteer management for fundraising events and wooden boat festival: oversee recruitment, scheduling, training and stewardship of volunteers
- Develop and oversee crowdsourcing campaigns and coordinate direct mail campaigns
- Support Executive Director in grant research and grant writing; maintain grants "pipeline" report showing status of prospective, pending, and awarded grants.

- Support Development Committee chair, including taking minutes at committee meetings. Help manage development collateral: coordinate preparation, assembly and delivery of proposals and donor communication
- Provide input for monthly Development Report and Staff Reports

Administrative Responsibilities:

- Create a welcoming environment for both current and incoming students and assist them with questions.
- Handle incoming communications and questions: answer and route phone calls and messages to appropriate staff, respond to and route emails, and greet and assist visitors to provide information and determine who they need to connect with on campus.
- Assist with administrative tasks related to full-time programs, workshops, and short courses offered by the School, including tracking registrations, follow-up communication, creating invoices and student forms, and collecting fees and tuition payments.
- Assist Administration and Student Services staff with projects, such as preparing information and paperwork for incoming students, maintaining student records, preparing mailings, and acknowledging donations.
- Help coordinate and schedule campus tours for public and special interest groups.
- Handle a variety of office tasks, such as reordering supplies, monitoring office equipment and scheduling repair visits with related vendors as needed and managing the distribution of incoming mail and packages.
- Fulfill orders for items purchased from our Boat School online and onsite stores and manage merchandise inventory.
- Assist with on-campus and offsite event logistics for graduation, festivals, student meetings and events,
- Assist with other administrative tasks and staff projects as needed.

Skills and Qualifications:

- Demonstrated ability to complete work with accuracy and attention to detail.
- Demonstrated ability to solve problems and drive projects to completion.
- Demonstrated customer service skills – ability to remain polite and professional while juggling multiple tasks and conversations.
- Technical Proficiency: The ideal candidate will demonstrate strong computer skills and the ability to quickly learn and navigate new software applications with minimal guidance. Comfortable working in a digital environment, troubleshooting basic technical issues, and adapting to evolving tools and platforms to support daily tasks. Must have experience with

Microsoft suite (Office, Excel, Outlook and Powerpoint). Familiar with Google suite and CRM software. Adobe Acrobat and additional Adobe suite program experience a plus.

Compensation and Benefits

This position is full-time, 40 hours/week in the office. The hourly rate is \$25.00 an hour.

We provide the following to support mental, emotional, and physical health:

- Paid sick days
- Paid vacation
- Paid holidays
- Health insurance available from your first day of employment
- Simple IRA 403b retirement program with 3% match

Start Date and Location

This on-site full-time position takes place on the school's 8-acre waterfront campus on the south end of Port Townsend Bay -- at 42 N. Water St., Port Hadlock, WA 98339. Applications are open and will be accepted until the position is filled.

To Apply

To apply, please send your resume and cover letter in a single PDF to christina@nswb.edu