

The Washington Trust for Historic Preservation, an independent, non-profit organization, is dedicated to saving the places that matter in Washington State and promoting sustainable and economically viable communities through historic preservation. The Trust helps make local preservation work and builds an ethic that preserves Washington's historic places through advocacy, education, collaboration and stewardship. Founded in 1976, the Washington Trust addresses its mission through the annual Most Endangered Historic Properties List, educational tours of its landmark headquarters, the Stimson-Green Mansion in Seattle, conferences and training workshops, a quarterly members' newsletter, a small grants fund, and action on legislation and public policy.

The Washington Trust is looking to hire a part-time Membership and Events Coordinator. Based in Seattle, the Membership and Events Coordinator guides and manages the Trust's membership, development, and special events.

Deadline to apply is Monday, September 22, 2014.

Job Description:

- Maintain and grow the Trust's membership program, manage donor database, coordinate member renewals, serve as point of contact for member correspondence.
- Support Executive Director and Development Chair in building and implementing Board giving program, set annual Board giving goals, and maintain Board giving database.
- Maintain and expand corporate membership and sponsorship programs, develop annual corporate sponsorship prospectus, serve as lead in researching and identifying potential corporate sponsors/members, coordinator with Executive Director and Development Chair to recruit new corporate sponsors.
- Assist Washington Main Street Coordinator with conference planning and securing corporate sponsors for RevitalizeWA, the annual Preservation & Main Street Conference.
- Coordinate quarterly Board meetings, including identification of site venue, accommodations for staff, planning of local tours, and correspondence with Board members regarding meeting and associated activities.
- Coordinate and plan annual Vintage Washington fundraiser and members Holiday Party.

Requirements:

The Membership and Events Coordinator should have excellent written and oral communication skills; the ability to work with people of all types; strong computer skills; the ability to handle multiple and varied assignments; be positive, energetic and outgoing; be self-directed; be comfortable with social media; and enjoy working with a close-knit team of professionals dedicated to historic preservation. Preference will be given to applicants with a background in historic preservation, knowledge of online donor-management software (Donor Perfect) and online email marketing software, and experience in marketing and/or development.

Schedule and Travel:

The schedule for this part-time, hourly position is 20-30 hours per week. Hours are flexible and will increase at certain times throughout the year, especially during the RevitalizeWA Preservation & Main Street Conference, Special Events and Board Meetings. The position may require travel statewide for evening and weekend meetings, conferences and events.

Compensation:

The hourly rate for this position is \$18.00 - \$22.00 per hour, based on experience. Medical and dental insurance, vacation pay, and holiday pay are not provided. However, compensation does include payment of all Federal and State payroll, unemployment insurance and industrial insurance taxes. In addition, the successful candidate will be eligible for retirement benefits in the future after a term of employment, and, approved travel expenses will be reimbursed in accordance with rules and rates established by the State of Washington.

How to apply:

Please send a resume, cover letter and writing sample to: info@preservewa.org with the subject line "Membership and Events Coordinator." No phone calls, please.

Washington Trust for Historic Preservation
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