



JOB OPPORTUNITY

Position: Development & Communication Associate
Job Type: Administrative
Schedule: Full-Time w/Benefits (30-40 hours negotiable)
Location: Renton, Washington
Salary: \$23/hr or more DOE; plus benefits
Req'd Travel: Yes – frequent travel to Seattle and limited travel to Tacoma and Yakima
Relocation Covered: No

To be considered for a position you must include a cover letter which includes:

- A statement of your view on being pro-choice
- A statement on specifically why you would like to work for Cedar River Clinics

Send cover letter, resume, three professional references, and two writing samples (fundraising appeal letter and a sample of newsletter article, speech, or press release) via EMAIL, FAX or MAIL to:

**Human Resources
Cedar River Clinics
106 East E Street
Yakima WA 98901
Fax: (425) 207-4942
E-mail: HRjobs@CedarRiverClinics.org**

Cedar River Clinics, a Feminist run organization committed to making a difference in the lives of patients by providing abortion and other reproductive health services, seeks a highly motivated pro-choice Development & Communications Associate with a proven track record to join a successful fundraising team. The Development & Communications Associate reports to the Director of Development and will help ensure that the strategic goals of the organization are supported through fundraising, community relations, education, and communication programs.

RESPONSIBILITIES:

Fundraising:

- Collaborate in creating a fundraising plan to increase revenue from a variety of sources, improve donor retention, and expand individual donor program
- Cultivate current and potential donors
- Coordinate annual fundraising appeals and timely correspondence with donors
- Oversee donor database to ensure accuracy and confidentiality of donor records
- Maintain and expand grant funding – grant research, writing and reporting
- Follow current state and federal requirements for fundraising in the non-profit sector
- Organize events for donor cultivation, education, and stewardship, as needed/appropriate

Communications:

- Implement the communications plan, conveying key messages established by the Leadership team
- Writing and/or editing projects, such as press releases, speeches, etc.
- Create promotional materials, such as brochures, forms, flyers, newsletters, etc.
- Coordinate and help develop strategies for using social media for fundraising, education, and community outreach
- Assist with coordinating and analyzing advertising, print and on-line
- Assist with website content, promotion, and search engine optimization
- Support community education projects, on-line and through events
- Coordinate community events and fairs
- Assist professional conference exhibits and clinic staff with health fairs

Administrative:

- Prepare presentation quality reports and correspondence
- Ability to research information using a variety of sources
- Advanced projects using Microsoft Office – Excel, Word, PowerPoint, etc.
- Administrative/clerical projects and their duties as assigned

QUALIFICATIONS:

- Bachelor's degree in related field or commensurate experience
- Fundraising experience with a focus on individual donors
- Grant writing and reporting experience
- Experience with donor databases (Salesforce a plus)
- Experience in a social service organization
- Fluency in a variety of social media platforms and strategies
- Experience coordinating fundraising and/or community events
- Experience with public speaking and/or community relations a plus
- Experience working with volunteers
- Some experience with emarketing platforms (Constant Contact a plus)
- Some familiarity with website platforms (Word Press, Squarespace, etc.) a plus
- Some familiarity with print design (Photoshop, InDesign, and Illustrator) a plus

SKILLS:

- Excellent interpersonal skills: the ability to interact with diverse audiences, listen thoughtfully, and engage people in our mission
- Ability to establish and maintain effective working relationships with donors, employees, community groups, and the public
- Ability to communicate effectively and professionally – written and orally
- Excellent writing and editing skills
- A sense of humor and the ability to think creatively and be collaborative
- Highly detail oriented and ability to problem solve
- Ability to work independently, prioritize and perform multiple tasks under pressure
- Ability to evaluate priorities and make sound decisions
- Ability to maintain internal and external confidentiality
- Possess a strong commitment to feminist healthcare and reproductive and LGBTQ rights

ABOUT THE CLINIC:

Cedar River Clinics is AAAHC accredited health care facility with locations in Renton, Seattle, and Tacoma. We provide abortion, birth control, STI/STD testing and treatment, other reproductive health care, and LGBTQ wellness services including transgender care.

Cedar River Clinics is a social change organization that combines *direct services* (abortion and reproductive health care), with *activism* (to preserve the right to choose) and *community education* (to demystify health information and empower health decisions).

VISION: We have a vision of the world where we are all free to make our own decisions regarding our bodies, reproduction, and sexuality – creating communities where we can fulfill our own unique potential and live healthy whole lives with dignity.

MISSION: Ensure access to reproductive and sexual health care through direct services, advocacy, and community education to defend bodily autonomy and advance social justice.

To learn more about:

- the clinic or the organization, see: www.CedarRiverClinics.org and www.FWHC.org