



CHAYA Development Coordinator Position Announcement

Chaya (translated from the Sanskrit word for “shelter” or “shade”) is a community-based nonprofit organization. Founded in 1996 as a volunteer-led organization, Chaya’s mission is to support South Asian survivors and families impacted by domestic violence and abuse and to engage communities to change societal conditions that enable oppression, especially violence against women. Chaya supports an organizational culture in which all staff and board members are equally valued, respected, and heard.

POSITION OVERVIEW

The Development Coordinator works collaboratively with the Executive Director and the Board of Directors to ensure that Chaya has adequate resources to fulfill its mission. Primary responsibilities include event planning and implementation and donor development. The Development Coordinator position is full-time (40 hours/week), reporting to the Executive Director. Compensation includes an excellent benefit package and generous annual leave.

Specific responsibilities include:

Development Strategy

- Work with the Executive Director and Board of Directors to design, direct, and implement fund development plans.
- Identify and create new opportunities for financial support.
- Partner with the Executive Director to support the fundraising efforts of the Board.
- Partner with the Executive Director to coordinate and support the Fundraising Taskforce.

Annual Dinner and Auction

- Recruit and manage volunteer Annual Auction Team and event volunteers.
- Supervise, support and work in collaboration with the Auction Team to organize and coordinate all aspects of the Annual Dinner and Auction, including event logistics, invitations and mailings, event promotion, auction procurements, sponsorships, table captains, day-of-event and post-event activities.
- Manage guest list, RSVPs, sponsorships and auction item inventory using auction software.
- Process all accounts, generate statements and acknowledgements. Complete all post-event follow-up.

Fundraising and Donor Development

- Coordinate any additional fundraising or donor development events.
- Produce and distribute annual mail appeal to Chaya constituents.
- Achieve strategic goals for individual and corporate fund development as per fund development plan.
- Support all aspects of donor development, including supporting Board, staff and volunteer efforts to build individual and corporate donor relationships.
- Lead organizational donor management processes, including tracking and acknowledging donations, updating donor database, donor communications, and donor appreciation.
- Create monthly fundraising reports and other reports as needed.

Organizational

- Collaborate with staff members to produce Chaya communications, such as a monthly e-bulletin, a semi-annual newsletter, the website, ad hoc brochures, flyers, etc.
- Partner with staff to hold an annual donor and volunteer appreciation event.
- Participate in Chaya community events and programs, represent Chaya at outreach events, and participate in volunteer and service-provider trainings, as time permits.
- Participate in vocational development and trainings.

DESIRED QUALIFICATIONS

- A commitment to Chaya's mission and values
- An understanding of domestic violence issues
- An understanding of and connection to issues relevant to South Asian communities
- Excellent interpersonal and relationship-building skills
- Experience managing large and diverse teams, and/or community organizing experience
- Experience planning and coordinating events
- Experience with donor development
- Experience working with diverse constituencies (particularly communities of color)
- Ability to multi-task and work well under pressure
- Ability to troubleshoot, improvise and think strategically and creatively
- Ability to organize, prioritize, and manage time effectively
- Ability to work independently and to facilitate collaboratively
- Willingness to work a flexible schedule
- Excellent written and verbal skills
- Proficiency in Word, Excel, Access, Auction Tracker and/or other fundraising databases

TO APPLY

Please submit a cover letter, resume, and contact information for three references to: Development Coordinator Hiring Committee, Attn: Pradeepta Upadhyay, Executive Director. Materials can be submitted either via email to [hiring@chayaseattle.org](mailto: hiring@chayaseattle.org) (preferred), or via postal mail to Chaya, P.O. Box 22291, Seattle, WA 98122.

This position will remain open until filled, though preference will be given to applicants who submit their materials by Friday, September 5, 2008.

Women, minorities, and persons of color are strongly encouraged to apply.