Database + Marketing Coordinator

Position: Full time, exempt. Reports to Development & Marketing Manager.

Start Date: ASAP

Qualifications: Seeking an alert, enthusiastic, professional, detail and deadline-oriented person who enjoys handling many tasks at one time. A team-player with the ability to work autonomously. Experience with Drupal (or another CMS) and CiviCRM (or another web-based CRM) **required**. Must have two years' experience or equivalent with the following: Database administration, HTML, CSS, FTP, general website management and maintenance, Microsoft Office (Word, Outlook, Excel, PowerPoint), Adobe Creative Suite (Acrobat, Photoshop, Illustrator). Experience with JavaScript and/or php, and client services a plus.

Compensation: Starting salary is $26,000 to $30,000 per year DOE. Benefits include full medical, dental, vision & life insurance, vacation pay and sick leave, plus a monthly bus pass (at actual cost). Retirement matching after one year. (For a total value of up to $38,000.)

Job Description:

- Database/Website Management
  - Oversees website maintenance and improvement - regular updates and larger projects (Drupal)
  - Oversees and improves database - contact information, payment records, and events (CiviCRM)
  - Oversees online transaction functionality and produce financial reports for Bookkeeper (PayPal)
  - Oversees software and hardware licensing, installation and maintenance
  - Manages office technology security and back-ups
  - General email account/IT troubleshooting for office
- Membership & Donor
  - Supports Development & Marketing Manager with donor and membership programs
  - Maintains accurate membership and donor records in database
  - Generates and sends all membership renewal correspondence and donor pledge reminders
  - Tracks financial progress of member acquisition and retention; board giving, individual donations, special campaigns and planned giving
  - Provides reports to Development & Marketing Manager and Executive Director
- Graphic/Web Design
  - Designs print and electronic promotional materials – programs, postcards, flyers, brochures, etc. based on pre-created design templates
  - Maintains look and feel of website. Creates ads and other graphics as needed for campaigns.
  - Independently and collaboratively design communications including annual reports, presentations, requests for support and other publications as needed.
  - Assist Development & Marketing Manager with brand compliance
- Administration
  - Supports administrative office staff
  - Supports Office Coordinator in weekly reporting functions to Bookkeeper
  - Event support - take reservations, provide on-site staffing, and other prep work as needed
  - Other projects as needed

Organization Description: CityClub is a trusted place for civic conversation, inspiration and action. Our programs strengthen the civic health of our region. We engage 47,000 citizens annually through our online and face to face programs. Our programs are also broadcast statewide to 1.3 million Washington households. www.seattlecityclub.org

To Apply: Please email resume, cover letter and three references to jobs@SeattleCityClub.org. Applications will be reviewed until position is filled. Please reference the job title in the subject line.