



ADMINISTRATIVE COORDINATOR

Since our founding in 1992, WWIN has invested in the health and education of Washington women so they can live the lives they imagine for themselves. Today, we provide scholarships and supports to help Washington women facing barriers to opportunity succeed in college and careers so they, their families and our communities can thrive. We serve around 150 women annually through our Star Scholarship Program, and we have nearly 600 alumnae of our signature program. In addition to significant renewable scholarships that support students up to a first bachelor's degree, Star Scholars have access to resiliency funds, career coaching grants and mentors, individualized support, and are part of a diverse statewide community of scholars and alumnae.

WWIN exists to serve a community of ambitious Star Scholars who aspire to, and achieve, audacious goals. 66% of Star Scholars are first-generation college students, 60% are women of color, 57% are non-traditional students 25 years and older, 38% are parents and 29% are in Eastern Washington. We seek a candidate who will be inspired by the example Star Scholars set and motivated to advance our organizational mission because of it.

ABOUT THE POSITION

This full-time non-exempt position supports development and operations (~65%) and WWIN's professional and volunteer leadership (~35%). This position reports to the executive director and works closely with the finance and operations team, development team and the board of directors.

Supporting Development and Operations (~ 65%)

- Enter, update and maintain comprehensive donor records in accordance with data standards
- Organize and process donor gifts efficiently and accurately
- Ensure timely gift acknowledgements and receipts
- Organize and store relevant documents in donor records and development files
- Coordinate pledge and sponsor agreements, invoices, and track payments
- Coordinate and execute fundraising mailings, including print and electronic appeals
- Generate mailing and communication distribution lists
- Support guest registration, gift processing and receipting for annual fundraiser
- Assist with guest registration and communication for 2-3 additional events
- Support data clean-up projects in preparation for migration to a new CRM
- Assist with bookkeeping and financial reporting duties
- Special projects and duties as assigned

Supporting Leadership (~ 35%)

- Provide administrative support to the executive director, including coordination of calendar, creation of presentations, and expense reporting
- Schedule and manage logistics for board and committee meetings, ensuring materials are prepared and distributed in advance
- Draft and edit board and committee meeting agendas, reports, and minutes in collaboration with executive director and board president
- Support board governance by ensuring compliance with bylaws and maintaining organized records
- Assist in coordinating board member recruitment, onboarding, and engagement
- Coordinate staff meetings, including notetaking
- Special projects and duties as assigned



Her Promise. Her Path. Her Power.

EXPERIENCE AND ABILITIES

- 3+ years of administrative, data services or executive assistant experience
- Passion for WWIN's vision, mission, values and programs
- Operates with diplomacy and discretion
- Works well in a collaborative environment
- Shows initiative and also seeks support when needed
- Strong project management skills and meticulous attention to detail
- Proactive and flexible
- Highly proficient in CRM or other data management systems
- Highly proficient in Microsoft Office Suite
- Proficient in Adobe, Mailchimp or other email marketing tools, and Zoom

BENEFITS

This is a full-time, non-exempt position. Salary is commensurate with experience and qualifications. Range is \$24 - \$29/hour or annualized to \$49,920 - \$60,320. Robust benefits package includes:

- 28 days PTO (including vacation, holidays and December closure), plus 6 days sick leave
- 100% of medical, vision, dental and short-term disability covered after \$50/month employee contribution
- Employer-sponsored 401(k) retirement plan, with 2% automatic employer contribution and up to 4% employer matching contribution

LOCATION

WWIN is a remote working environment. In-person availability in the Greater Seattle area for occasional meetings and retreats, as well as onsite at WWIN events.

TO APPLY

Send a single PDF of your resume and cover letter to careers@wwin.org, with subject line "Administrative Coordinator." Open until filled; applications received by April 4, 2025, given priority.