FAN Operations Coordinator – Summer 2022

Faith Action Network (FAN) is a statewide, multi-faith 501(c)(3) nonprofit organization through which thousands of people and over 164 faith communities across Washington State build partnerships for the common good. Our network today includes Christian, Jewish, Muslim, Buddhist, Unitarian, Sikh, Quaker, non-denominational communities, and individuals; we actively welcome all. FAN’s team has worked in our first 10 years to build a movement for social justice: educating on issues, organizing advocates, raising voices of faith and conscience in the state legislature and at local and federal levels, and standing in solidarity with religious and secular groups in the struggle for justice. More about FAN at www.FANWA.org.

The FAN Operations Coordinator will help advance FAN’s mission and vision by supporting the administrative, development, and communications work of the organization. The position is a full-time, hourly position, located in Seattle and supervised by the Executive Director.

Specific Responsibilities include:

Administrative

- Provide team coordination for data management software that undergirds FAN’s work;
- Support the daily operations and administrative functions of the office, including mail processing, preparing bank and credit deposits, sending written communications;
- Serve as first point of contact via phone and FAN email, and fielding general inquiries;
- Coordinate the maintenance of equipment, stocking of supplies, and vendor relations;
- Serve as support staff to Executive Director, including coordinating FAN shared calendar, reviewing/editing written text, general email, preparing reports for various stakeholders;
- Perform general support functions and meeting participation/support.

Fundraising and Events Management

- Coordinate event planning and logistical support for Annual Dinner, Advocacy Days, Summits;
- Maintain the donor management and organizing software, currently PowerBase;
- Assist in grant writing, reporting, and fundraising appeals;
- Manage efficient donor communications, including thank you letters;
- Carry out event implementation and coordination of volunteers.

Communications

- Maintain FAN WordPress website and social networking tools;
- Write, edit and format articles contributed for weekly electronic newsletters alerts;
- Collaborate with Policy Engagement Director and Regional Organizers to communicate to FAN network;
• Communicate effectively and provide technical support for FAN’s network, donors, and stakeholders;
• Maintain confidentiality.

Participate as an essential team player, working with FAN staff to do whatever it takes to move forward FAN’s mission. Actively participate in racial equity work as part of FAN staff and governing board initiatives.

Requirements:
• Excellent organizational, written and verbal communications skills;
• Proficient in MS Office programs, web research, and social media;
• Proven experience and ability with database management and website updating;
• Previous experience in administration, fundraising, and/or communications;
• Ability to accept and relate to diverse faith traditions and BIPOC/multicultural communities;
• Must be a self-starter who works well in a team-oriented environment;
• Proven attention to detail;
• Flexibility and adaptability! FAN’s work is always evolving in response to the needs of our time, and our success has been in being nimble enough to adapt.

Desired Qualifications:
• Experience working in a social justice, advocacy, faith-based or non-profit organization with responsibility for assisting with administration, fundraising, and/or communications;
• Related education or lived experience with issues for which FAN advocates;
• Commitment to teamwork and collaboration that is grounded in empathy;
• Ability to work evenings and weekends as needed; hours included in 40-hour work week;
• Ability to work from Seattle office;
• Some travel may be required. Valid Washington State Driver’s License desired.

Salary range $50,000-$55,000, plus health/dental insurance, two weeks’ vacation, accrued sick leave, and 12 paid holidays.

To apply, email your resume with a cover letter explaining your interest in the position and your relevant experience and skills to apply@fanwa.org. We are open to part-time work, depending on skill set. Review begins August 12; position open until filled.

Faith Action Network is committed to hiring a diverse workforce and all qualified applicants are encouraged to apply. FAN is an equal opportunity employer and does not discriminate on the basis of age, race, color, religion, gender, sexual orientation, gender expression, relevant disability, marital status, veteran status or national origin.