



Position Opening at BARN: Development Coordinator

BARN is hiring a Development Coordinator to support our growing fundraising operations. This is a full-time position, including occasional weekend and evening responsibilities for donor events. The location is in-person at BARN's Bainbridge Island facility.

Bainbridge Artisan Resource Network (BARN) is a thriving community that brings together people, tools, learning, and inspiration in a welcoming space to create, collaborate and connect. Our mission is to foster community through craft, learning, and service. To accomplish that mission, we:

- Maintain a well-equipped facility with a variety of craft studios,
- Provide public access to all studio spaces,
- Teach classes to build skills and connections, and
- Support community organizations through community service projects.

Our staff of 15 works with hundreds of volunteers to produce more than 3,000 classes and events, provide open studio access for over 6,300 hours each year, and to maintain a world-class public-access facility. About 60% of BARN's growing \$2.5 million operating budget is supported by program revenue, with the remaining 40% supported by our annual fundraising.

The Development Coordinator will work closely with the Development Director to keep BARN's fundraising operations accurate, timely, and well organized. We're looking for someone with excellent attention to detail, strong organizational skills, and comfort working with data and donor systems, who wants to build a career in nonprofit fundraising.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Manage BARN's annual appeals, including mailing lists and timeline tracking
- Schedule donor meetings and coordinate related logistics for the Development Director, Executive Director, and Board Members
- Provide logistical support for fundraising events, including the annual "Night at BARN" gala
- Maintain and update BARN's donor database, including regular data hygiene
- Generate regular fundraising reports for the Development Director and Board
- Prepare and send donor acknowledgements and tax receipts
- Process incoming gifts
- Administratively support volunteer committee and board meetings

- Support contract grantwriters by gathering application information
- Prepare and submit grant reports in partnership with the Development Director

REQUIRED QUALIFICATIONS:

- Bachelor's degree, or equivalent experience
- Experience in nonprofit administration, fundraising, or a related data/customer-records environment
- Excellent attention to detail and accuracy, particularly with data entry and donor records
- Strong organizational skills and the ability to manage multiple deadlines
- Proficiency with spreadsheets and calendar/scheduling tools
- Strong written communication skills
- Willingness to work occasional evenings and weekends for donor events
- Demonstrated care for BARN's mission

PREFERRED QUALIFICATIONS:

- Experience with a donor management or CRM system
- Experience with grant reporting or compliance tracking
- Experience supporting fundraising or special events

Hours: 40 hours per week, on average, including some weekend and evening responsibilities

Location: In-person with remote work as appropriate

Pay rate: \$60-80,000 / year, depending on experience

Reports to: Development Director

APPLICATION REQUIREMENTS:

Submit a cover letter and resume to:

Grae Drake

Executive Director, BARN

graed@bainbridgebarn.org

BARN is an Equal Opportunity Employer and welcomes applications from qualified individuals without regard to race, color, religion, gender, sexual orientation, gender identity or expression, national origin, age, disability, pregnancy, genetic information, marital status, amnesty, or status as a covered veteran in accordance with applicable federal, state, and local laws. We encourage diverse applicants because we believe having a staff that authentically reflects the community we seek to serve is essential to our ability to be culturally responsive.