

Job Announcement: Development & Communications Coordinator

Looking for a role where your writing, communication skills, and data management can make a real impact? WABS is seeking a dynamic **Development & Communications Coordinator** to join our team. In this role, you'll craft compelling content for grants and external communications. You'll also grow your CRM expertise, supporting data management and outcomes reporting for the organization as we measure and share our impact.

Position: Development & Communications Coordinator

Schedule: This is a full-time non-exempt 1.0 FTE scheduled 40 hours per week

Compensation: \$65,000-\$75,000 annual (an hourly rate equivalent of \$31.25 - \$36.00 per hour), depending on experience

Benefits: Excellent health and retirement benefits are provided by [School Employee Benefits Board](#) and [Department of Retirement Services](#) with public sector employee benefits including pension. This position offers annually: 20 days of paid Vacation, 12 days of paid Sick leave, 13 paid Holidays, and 1 Personal Floating Holiday.

Reports to: Director of Development & Communications

Location: This position offers a hybrid weekly Monday through Friday schedule in-person at our Shoreline office (Tuesday-Friday) and remote (Monday).

Position Close Date: *Priority deadline for interviews is August 4, 2026.* Applications must be received by August 18th, 2026 for consideration.

To Apply: Please follow the link to complete the application: <https://wkf.ms/4wqxxGy>

Organization: [Washington Alliance for Better Schools](#) leads a partnership of school districts, industry, and community dedicated to ensuring students furthest from opportunity can pursue a future that embraces their strengths, passions, and dreams.

Vision: Equity in every school. Opportunity for every student.

Mission: We lead a partnership of school districts, industry, and community dedicated to ensuring students furthest from opportunity can pursue a future that embraces their strengths, passions, and dreams.

Core Values

- Engage: We authentically engage with students, families, community, and partners
- Create: We co-create innovative programs and strategies to advance equity for students
- Amplify: We activate and amplify the capacity that exists in people, communities, and systems

Equity, Diversity, and Inclusion Statement: We are committed to equity, diversity, and inclusion, which requires that we use our collective voice to identify and eliminate institutional barriers that deny equitable access and impact the success of Black, Indigenous, and people of color (BIPOC), and other underserved students.

Responsibilities:

Development

- Write and submit compelling grant proposals that align with the organization's strategic goals and adhere to funder requirements
- Write and submit timely grant reports
- Identify and research potential public and private funding opportunities at the local, state, and federal levels
- Manage individual giving platforms and digital fundraising pages
- Develop donor stewardship materials, including emails, thank yous, and mailed letters
- Create content for individual giving campaigns, including social media content, photo and video assets, and emails
- Report and analyze key metrics related to the organization's development efforts, such as grant submissions and outcomes of individual giving campaigns, to inform development strategy

Communications

- Build out an effective communications strategy for the organization in coordination with the Director of Development & Communications
- Develop and manage WABS' editorial calendar
- Create and manage social media content in collaboration with program staff, partners, and key stakeholders to grow followers and engagement
- Develop quarterly organizational newsletter and support development of Annual Report
- Manage contract photographers and videographers, and work with staff and partners to acquire photos and videos, to build out our photo and video asset library
- Manage website, including content updates
- Collaborate with staff across departments to develop and maintain consistent marketing and communications materials that align with the organization's brand identity and messaging
- Implement best practices for communications accessibility including translation, image descriptions, etc.
- Develop internal and external marketing materials, including presentations, flyers & documents
- Report and analyze key metrics related to the organization's communications efforts, such as website traffic and social media engagement, including generating strategies to increase desired metrics.

Data & Outcomes

- Manage organizational CRM, including timely entry of all fundraising data, to support fundraising reporting and strategy
- Support management of CRM implementation across the organization

Other

- Support events management

- Other duties as assigned

Desired Qualifications:

- 2+ years of experience with social media content management across multiple platforms (LinkedIn, Facebook & Instagram), including a demonstrated track record of growing followers and engagement
- 2+ years of experience and/or education in communications or related field
- 2+ years of experience in development and fundraising
- Experience with digital fundraising platforms (Givebutter, DonorPerfect, etc.)
- Experience with CRM and/or donor management systems (Salesforce, Raiser's Edge NXT, etc.)
- Experience using Canva
- Experience using email marketing software
- Excellent written and verbal communication for a variety of audiences including families, educators, business & industry leaders, and philanthropic organizations
- Understanding of and commitment to equity, diversity, and inclusion in communications
- Experience with website management
- Familiarity and/or willingness to learn about communications accessibility best-practices
- Familiarity with nonprofits and/or public education

Hiring Requirements

As part of our standard hiring process for new employees, employment will be contingent upon the successful completion of a background check.

Depending upon your work location, we may require proof of full vaccination against COVID-19 and any recommended booster doses. All employees in the United States are to provide proof of full vaccination upon hire and any recommended boosters, subject to applicable laws.

Inclusion Statement

We are dedicated to the belief that all lives have equal value. We believe that to be inclusive, we must go beyond this statement to operationalize anti-racism as a part of our practice and are committed to creating a workplace where employees thrive both personally and professionally. We also believe our employees should reflect the rich diversity of the global populations we aim to serve—in race, gender, age, culture, and beliefs—and we support this diversity through all of our employment practices.

All applicants and employees who are drawn to serve our mission will enjoy equality of opportunity and fair treatment without regard to race, color, age, religion, pregnancy, sex, sexual orientation, disability, gender identity, gender expression, national origin, genetic information, veteran status, marital status, and prior protected activity.