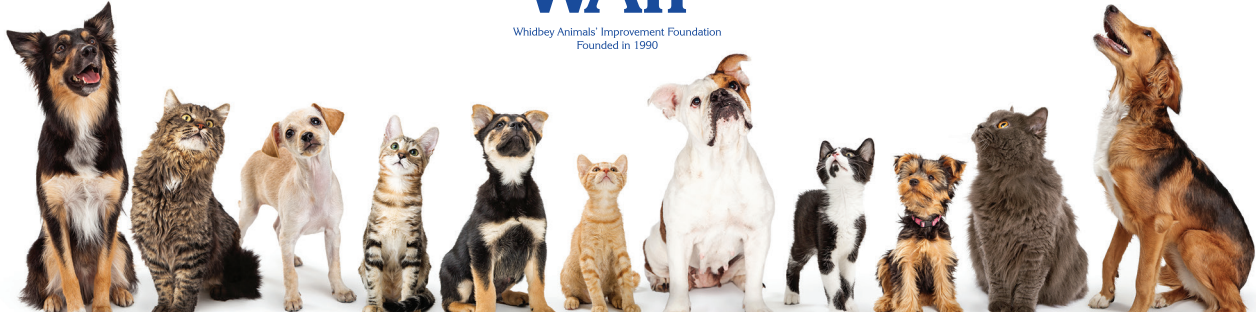




Whidbey Animals' Improvement Foundation  
Founded in 1990



## Community Outreach Coordinator

Full Time/Salary/NonExempt

### Organization Background

Whidbey Animals' Improvement Foundation (WAIF) was founded by a group of dedicated and compassionate volunteers in 1990 to provide positive outcomes for treatable, healthy, and adoptable homeless cats and dogs. WAIF obtained its nonprofit 501(c)3 status from the IRS in 1995 and is a registered charity in the state of Washington.

WAIF operates with a life-saving philosophy to help all homeless dogs and cats through adoptions, reunion of lost pets with owners, and through partner transfers with other 501(c)3 nonprofit organizations in good standing.

WAIF has three adoption facilities that include cat adoption locations in Oak Harbor and Freeland, and our main shelter facility in Coupeville. In addition to our adoption locations, WAIF also operates thrift stores in Oak Harbor and Freeland.

A majority of our funding to support our programs comes from private donations from business and individuals, and from thrift store proceeds.

WAIF not only provides adoptions for homeless dogs and cats but also offers temporary shelter for lost cats and dogs to be reunited with their owners, along with community programs for qualified low-income households that include pet food banks, spay/neuter assistance, and emergency financial assistance. WAIF also offers spay/neuter financial assistance for caretakers of community cats.

### Purpose

This position description should not be interpreted as all-inclusive. It is intended to identify the major responsibilities and requirements of this position. The incumbents may be requested to perform job-related responsibilities and tasks other than those stated in this position description.

This position reports directly to the Executive Director and supports WAIF's outreach and fundraising efforts to benefit the animals and the local community through organizing, planning, coordinating, and development of fundraising events and educational programs. This includes help in assisting WAIF's signature Spring Fling event and other fundraising events, educational booths at festivals, recognition events for major donors and volunteers, and educational/ public awareness program for adults and school-age groups at our Bryan Education and Training Center.

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## Key Responsibilities

Volunteer recruitment and staffing: Work closely with department heads to identify volunteer needs for programs and/or projects. This may include special events, recruitment of volunteers for animal welfare (dog walking, cat enrichment, foster, etc.). Requires timely and accurate recording of volunteer hours.

Development and coordination of community outreach programs: Using our Bryan Educational and Training Center, and other venues as appropriate, help develop seminars, classes, training opportunities for the public, including school-age groups on field trips, and other youth groups (Scouts, Boys and Girls Clubs). This includes coordinating training opportunities for pet owners and their dogs and other pet related educational opportunities.

Fundraising event support: Assist in recruiting volunteer teams procure auction items, and assist in aspects of the Spring Fling signature annual fundraising event. Help plan and organize other fundraising and outreach events during the year. Support third party event requests and respond to all inquiries. Help facilitate stewardship of donor relationships, community partnerships, sponsors, and in-kind contributions to encourage ongoing support of WAIF operations. Support events day-of with set-up, run of show, and load-out. Support volunteers and the coordination of WAIF's coin box fundraising program with monthly accounting of funds received.

Special assignments: At the direction of the Executive Director, accept assignments of specific or one-time tasks related to public awareness, fundraising, and outreach efforts.

## Competencies

Ability to be highly organized and detail oriented, with little supervision to accomplish tasks successfully and in a timely manner. Position also requires:

- Outgoing person who enjoys working with a wide variety of personalities
- Can work collaboratively as a respectful team player
- Public speaking with ability to communicate adequately one on one, and with groups of various backgrounds
- Demonstrated writing proficiency for social media platforms and print collateral
- Demonstrated experience with Microsoft Office Suite
- Adobe Creative Suite desired (Photoshop, Illustrator, and InDesign) experience desired
- WordPress experience desired
- Ability to quickly learn fundamentals of new software like Greater Giving, Little Green Light and Vertical Response
- Detail oriented, creative, and able to juggle multiple tasks, activities and duties; comfortable working with ambiguity
- Knowledge of educational techniques and lesson planning desired
- Must have own vehicle to run errands
- Must have or be able to obtain a valid Washington driver's license with no major or repeated minor traffic offenses and auto-insurance with required coverage limits
- Flexible schedule with ability to work weekends (some Saturdays required) and evenings as needed
- Experience working or volunteering for a nonprofit preferred

## Physical Demands

Work may require long periods of sitting at a desk using a computer, calculator or other office equipment. Work is performed onsite and offsite locations. This may require lifting moving equipment and display materials. Ability to lift up to 50 pounds and stand on feet for long hours during events. Events may be outdoors with inclement weather conditions.

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## Preferred Education and Experience

High school diploma/GED required with five years of experience working with the general public. Project coordination skills highly desired.

College degree and three or more years of successful work experience in event planning, coordinating, and program development preferred.

## Compensation and Benefits

Annual Salary: \$39,520 to \$44,200

Generous PTO and vacation benefits

SIMPLE IRA Retirement Plan with 3% employer match

Employee discounts

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**Please no drop-bys, emails, or phone calls. Qualified applicants will be contacted to move forward in the application process.**

**Position will remain open until filled.**

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WAIF is an equal opportunity employer that is committed to diversity and inclusion in the workplace. We prohibit discrimination and harassment of any kind based on race, color, sex, religion, sexual orientation, national origin, disability, genetic information, pregnancy, or any other protected characteristic as outlined by federal, state, or local laws.

This policy applies to all employment practices within our organization, including hiring, recruiting, promotion, termination, layoff, recall, leave of absence, compensation, benefits, and training. WAIF makes hiring decisions based solely on qualifications, merit, and business needs at the time.