



We are hiring a Donor Relations Associate!

PEPS is searching for a self-motivated, efficient and accomplished task-juggler with excellent attention to detail to join our growing Development team. The Donor Relations Associate will bring strong organizational, database and communications skills as they administer the gift entry and acknowledgement process and the recruitment of table captains for the annual PEPS Benefit Luncheon. They assist with event related tasks, fundraising appeals and donor stewardship efforts, and provide general administrative support to the PEPS Development team. The ideal candidate will promote a culture of philanthropy, teamwork, wellness, and inclusion and is looking for a position with opportunity to grow. If you are passionate about parent support, love expressing gratitude and get excited about queries, details, and problem solving, this is the job for you!

The Role of the Donor Relations Associate

- Responsible for gift processing for all donations
- Administers gift acknowledgement process and creatively and personally thanks donors through various channels
- Continuously and thoughtfully evolves first time donor stewardship efforts
- Manages monthly Birthday Mailer and works with volunteer team to deploy mailer
- Communicates with PEPS donors and funders respectfully and ensure confidentiality
- Tracks, enters, and updates all applicable donor information in CRM, such as contact information, communications, moves management steps, contact reports, event registrations
- Produces all lists from CRM for events, appeals and mailers
- Provides project management for recruitment process of table captains for annual benefit luncheon
- Administers registration for other PEPS Development events
- Assists with planning, logistics, and coordination of fundraising and other events involving current and potential funders
- Organizes mailers through mail house, manages vendor relationships and provides general administrative support to development team.

OUR MISSION

The PEPS mission is to connect parents to strengthen families and build community. Since 1983, the Program for Early Parent Support (PEPS), a 501(C)(3) nonprofit organization has helped parents connect and grow as they begin their journey into parenthood. PEPS parent support programs educate, inform and create community.

We've become a vital resource for new parents in the Puget Sound region, with parent groups serving thousands of families annually.

OUR VISION

- Resilient Families
- Connected Communities
- Equitable Outcomes

OUR VALUES

- Equity
- Innovation
- Inclusion
- Community
- Authenticity

TO APPLY

Interviewing will occur on a rolling basis. All applications will be acknowledged within 5 business days via an email receipt and held confidentially within the hiring team. Every applicant will receive careful consideration. To apply, please submit the following:

- A résumé that summarizes your relevant professional, academic and volunteer experiences.
- A cover letter that clearly explains how your professional background and interests are a fit with the key skills and qualifications described in this position announcement.

Email your application as a single PDF (cover letter and résumé combined in one document and your name in the file name) to jobs@peps.org. No paper submissions, please.

PEPS values and celebrates the strengths that diversity brings to the workplace and we seek to create a work environment and organizational culture that reflects the communities we serve. PEPS is an equal opportunity employer.



Key Skills and Qualifications

- Demonstrated experience and fluency in working with a fundraising database or CRM.
- Self-motivated and extraordinary attention to detail, quality and accuracy.
- Excellent written and verbal communication skills.
- Demonstrated customer service skills.
- Demonstrated efficiency with Microsoft Excel and familiarity with other Microsoft Office products including Word and Outlook.
- Strong organizational skills with ability to see projects through from start to finish.
- Ability to prioritize and manage multiple projects.
- Ability to problem solve with speed.
- Ability to work independently and as a member of a team.

Education and Experience

- Bachelors' degree or equivalent experience.
- CRM and computer experience required.
- Experience in nonprofit fundraising and development a plus.

Culture

The PEPS staff and board believe that its success as an organization is based on its unique and supportive organizational culture, which strongly affirms that all new parents deserve community, support, and social connection. When parents build connection with one another, their babies, families, and communities are healthier. To work towards healthy outcomes for all families, PEPS operates with a racial equity lens across all of its activities and embraces learning and growth. We look for candidates who:

- Work with a spirit of collaboration within all levels of PEPS and promotes a culture of teamwork, wellness, and inclusion.
- Are willing, open, and committed to ongoing learning and growth.
- Demonstrate passion for the PEPS mission, programs, and impact.

Champion change and demonstrates aptitude to improve current processes and procedures.

Compensation and Benefits

This position will be 30-40 hours a week. The number of hours will be discussed during the interview process. The job requires an in-office presence 60% of the time, during regular business hours. The expected pay range for this part-time position will be \$20-\$22 per hour, plus employee health benefits, paid parental leave and retirement matching. PEPS offers an inspiring, collaborative, family-friendly working environment that values flexibility and professional development for staff. The PEPS main office is located in the Wallingford neighborhood of Seattle with a satellite office in South Seattle and remote working options at The Riveter.