

Community Outreach & Fundraising Coordinator

DISH Foundation – Ferndale, WA

Starting: \$25–\$35/hour DOE + Bonus | 20–30 hours per week

DISH Foundation is a nonprofit dedicated to creating meaningful vocational training and employment opportunities for individuals with intellectual and developmental disabilities (IDD). We are expanding our impact and seeking a dynamic, relationship-driven Community Outreach & Fundraising Coordinator to help grow our donor base, strengthen community partnerships, and elevate our fundraising efforts in creative, mission-centered ways.

Position Overview

The Community Outreach & Fundraising Coordinator plays a key role in building the relationships and revenue that sustain DISH's mission. This position blends community engagement, donor development, event planning, and strategic fundraising. The ideal candidate is outgoing, organized, creative, and passionate about inclusion.

Key Responsibilities

Fundraising & Donor Development

- Build and nurture strong relationships with donors, community partners, and local businesses
- Strategically grow DISH's annual donation revenue by through creative, sustainable fundraising approaches
- Develop and implement **year-round fundraising events** — both large signature events and smaller recurring campaigns
- Create pathways for **regular donor contributions**, including monthly giving and sponsorship opportunities
- Track donor activity, contributions, and engagement using DISH's donor management systems
- Collaborate with the Board's Marketing Director to craft donor communications, campaigns, and storytelling that inspire giving

Community Outreach & Engagement

- Represent DISH at community events, networking gatherings, and outreach opportunities
- Coordinate and staff **tabling events**, community fairs, and public-facing activities

- Build partnerships with local organizations, schools, businesses, and civic groups
- Develop and execute **community-based events** that highlight DISH's mission and expand visibility
- Work closely with DISH leadership to identify new outreach opportunities and strengthen community presence

Volunteer & Event Coordination

- Track and engage volunteers, ensuring they feel supported and connected to the mission
 - Assist with planning, logistics, and execution of DISH events and programs
 - Support cross-team collaboration to ensure events and outreach efforts run smoothly
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Qualifications

- Experience in fundraising, community outreach, nonprofit development, or related fields
 - Strong interpersonal and communication skills; comfortable networking and building relationships
 - Creative thinker with the ability to design and implement engaging fundraising ideas
 - Organized, self-directed, and able to manage multiple projects simultaneously
 - Experience with donor tracking systems or CRM tools (or willingness to learn)
 - Passion for inclusive employment and supporting individuals with IDD
 - Event planning experience is a strong plus
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Schedule & Compensation

- **20–30 hours per week**, with some evenings or weekends for events
 - **Starting pay: \$25–\$35 per hour**, depending on experience, + bonus incentives
 - Hybrid/Flexible work possible depending on event schedule and community needs
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How to Apply

Please send your resume and a brief cover letter describing your interest in the role and alignment with DISH's mission to **boarddish@gmail.com**. Applications will be reviewed on a rolling basis.