

Administrative & Fundraising Assistant (Part-Time)

DISH Foundation – Ferndale, WA

\$25/hour + bonus incentives, depending on experience

DISH Foundation is a 501(c)(3) nonprofit dedicated to providing meaningful vocational training and employment opportunities for individuals with intellectual and developmental disabilities (IDD). We are growing our impact in the Ferndale and Bellingham communities and are seeking a reliable, detail-oriented Administrative & Fundraising Assistant to support our daily operations and help strengthen our donor engagement efforts.

About the Role

This part-time position supports both administrative functions, program support, and fundraising activities. The ideal candidate is organized, proactive, comfortable communicating with a wide range of participants, volunteers, donors and community members, and aligned with our mission of creating dignity, independence, and purpose for individuals with IDD.

Key Responsibilities

- Manage general administrative tasks including email correspondence, scheduling, document organization, and data entry
- Support donor communications, acknowledgments, and record-keeping
- Help coordinate fundraising campaigns, community outreach, and special events
- Maintain accurate records in donor and volunteer databases
- Provide logistical support for vocational training programs and community partnerships
- Assist in vocational training classes and other programming
- Represent DISH Foundation with professionalism, warmth, and mission-centered communication

Qualifications

- Strong organizational skills and attention to detail
- Excellent written and verbal communication
- Comfort with basic office software (Google Workspace, Microsoft Office, etc.)
- Ability to manage multiple tasks and follow through independently
- Experience in nonprofit administration, fundraising, or donor relations is a plus
- Demonstrated flexibility to adapt to changing schedules, with a strong sense of loyalty and dependability
- Passion for inclusive employment and supporting individuals with IDD

Schedule & Compensation

- Part-time position with flexible hours and the potential to grow into three-quarter or full-time role * \$25 per hour plus option for bonuses..
- Work primarily based in Ferndale & Bellingham WA, with occasional local travel for events or meetings

How to Apply

Please send a resume and a brief cover letter describing your interest in the role and alignment with our mission to **boarddish@gmail.com**. Applications will be reviewed on a rolling basis until the position is filled.