



Title: Donor Stewardship Coordinator (Part-Time, In-House)

FLSA Status: Non-Exempt

Reports To: Chief Impact Officer (CIO)

Department: Development & Communications

Schedule: 24 hours/week, In-House (Belltown office)

Location: Seattle, WA

Compensation: \$25–\$30/hour (Based on experience)

*Paid Parking or ORCA Card

ABOUT UPLIFT NORTHWEST

Uplift Northwest (ULNW), formerly the Millionair Club Charity, has served the greater Seattle area for over 100 years as a trusted staffing and support services nonprofit. Our mission is to guide individuals on their path to self-sufficiency by providing employment, job readiness, and supportive services.

POSITION SUMMARY

The Donor Stewardship Coordinator plays a vital role in cultivating a culture of gratitude and donor engagement at Uplift Northwest. This part-time, in-house position is responsible for ensuring all donors are acknowledged, appreciated, and informed about their impact. You will oversee the systems, processes, and outreach strategies that deepen donor relationships and support donor retention and growth.

KEY RESPONSIBILITIES

Donor Stewardship & Engagement

- Serve as the primary point of contact for all gift acknowledgements and donor recognition efforts in alignment with IRS regulations
- Maintain timely, accurate, and meaningful donor communications to ensure every donor feels seen and valued.

Database & Donor Communications

- Manage and maintain the donor database (Salesforce), ensuring data integrity, reporting accuracy, and segmentation capabilities.
- Track donor acquisition, renewal, and upgrade metrics; analyze trends and identify new opportunities for increased engagement.

QUALIFICATIONS

- Minimum of 2 years of experience in donor stewardship, nonprofit fundraising, or related work.
- Proficiency with CRM systems; Salesforce preferred.
- Strong writing, editing, and interpersonal communication skills.
- Highly organized, detail-oriented, and able to work independently within a team environment.
- Passion for social impact, community engagement, and promoting equity in philanthropy.
- Comfortable presenting and engaging with donors of all giving levels.

PHYSICAL DEMANDS & WORK ENVIRONMENT

This position requires regular use of a computer and ability to sit or stand for extended periods. Occasional lifting of materials (up to 30 lbs) may be required. The work environment is a standard office setting located in ULNW's headquarters in Belltown, Seattle.

TO APPLY:

Please submit your resume and a brief cover letter to Shamas@upliftnw.org. Applications will be reviewed on a rolling basis.