



The Center for
Environmental Law & Policy

Position Summary

The Center for Environmental Law and Policy (CELP) is seeking candidates for a full-time *Development and Outreach Coordinator* based in Seattle, WA. CELP is a Washington State based non-profit organization dedicated to protecting and restoring our rivers, streams, and drinking water aquifers through agency advocacy, policy reform, litigation, and public education and outreach. This position will work to build public support to accomplish program goals by coordinating community engagement to influence water policy change and help with fundraising activities and events. Applicant must have some fundraising or outreach experience and demonstrated skills must include: excellent writing and analytical skills; strong interpersonal skills and the ability to work collaboratively with staff and volunteers; and commitment to the public interest and protecting the environment.

Duties will include:

Fundraising - Work with ED to implement annual fundraising plan with the following components: Organize printing and mailing of fundraising letters, operating and maintaining donor database (Salesforce,) drafting and sending fundraising appeals and thank you letters, planning and organizing events with the ED and the Board, and manage events.

Education and Outreach - Plan and implement community outreach events to generate public support with agency decision makers and in the media. Develop and maintain relationships with community partners, tribes and new allies. Draft outreach communication, draft and edit monthly newsletter for Constant Contact (Washington Water Watch) and manages CELP website through Wordpress. Maintain CELP social media profiles (Facebook & Twitter) and other outreach tools.

Please email cover letter, resume, and references to Trish Rolfe at trolfe@celp.org by Nov 15, 2022. Non-profit salary \$40,000 to \$45,000 DOE plus generous leave policy, a health benefits stipend, retirement, and transit benefits available.

CELP is an equal opportunity employer and actively works to ensure fair and equal treatment of its employees and constituents regardless of differences based on culture, socioeconomic status, race, marital or family situation, gender, age, ethnicity, religious beliefs, physical ability, or sexual orientation. CELP strongly encourages BIPOC and LGBTQ applicants to apply.