



MULTI-SERVICE CENTER

Community Engagement Coordinator

At Multi-Service Center (MSC), we believe that equity, connection, diversity, integrity, and belonging make us a stronger team to achieve our goals. Our mission is to uplift communities by increasing equitable access to advocacy, opportunities, and well-being. By joining MSC, you too can be part of the team that works to empower individuals and help create thriving communities. If you are looking for something that contributes to your sense of purpose and impacts our local community, then you will want to know more about us, our values and culture, and our opportunity.

We offer a comprehensive benefits package that includes a choice of two health plans, dental and vision plan paid by the employer; life insurance (1X annual base pay) and long-term disability insurance (60%); FSA, HRA; 401K; 3 weeks of vacation to start, 12 days sick leave and 14 paid holidays including your birthday; Family building benefit up to \$3,000, and a Sabbatical program for tenured employees. You can find more information on the [Careers Page](#) of our website.

Any job offer will be contingent on a satisfactory background check, as determined by MSC.

The **Community Engagement Coordinator** supports MSC's mission by generating private revenue through fundraising events, campaigns, donor engagement, corporate partnerships, community outreach, and marketing initiatives.

As part of a six-member Development team, this role contributes to efforts that secure over \$1M annually in private funding and support over \$16M in public grants. The Development team also strengthens community awareness of MSC's mission through engagement, marketing, and communications activities.

The **Community Engagement Coordinator** works collaboratively across departments and with external stakeholders to execute fundraising activities, expand community partnerships, and support agency-wide communications and marketing initiatives. The ideal candidate is highly organized, anticipates project needs, discerns work priorities, and meets deadlines while successfully incorporating diversity, equity, and inclusion principles in their daily work and interactions. This position reports to the Development & Community Engagement Associate Director.

Status, Schedule, Location:

- Employment Status: NON-EXEMPT

- Work Schedule: Monday through Friday, generally between 8:30 a.m. and 5:00 p.m. Some evening hours may be required to support program activities and participant needs. Work schedules may be adjusted within these hours to accommodate program and MSC requirements.
- Work Location: 1200 S 336th ST, FEDERAL WAY, WA 98003. This position is primarily onsite during training and can be hybrid after training is completed.

Wage/Salary Range:

- Salary Grade 14: MIN \$29.35 – MID \$33.40 - MAX \$38.40 The pay range corresponds to the 2026-2027 MSC fiscal year.
- All candidates will be placed in the range affected by many factors, including their overall experience, education, and languages beyond the requirements. New hires will be capped at step 21 \$35.81 if their step placement lands in the highest range.

Overview of Responsibilities:

Fundraising Event Coordination:

- Responsible for coordination of all assigned fundraising event aspects which may include venue, food and beverage, A/V needs, supplies and rental equipment, event signs, décor, event collateral, and communications following internal procedures for review and approval
- Serve as liaison with event vendors, sponsors, partners, and service providers as needed.
- Secure in-kind donations as needed for events.
- In collaboration with Associate Director – Community Engagement, conduct negotiations and secure contracts for director signature, within budget, for event space and with all event related vendors.
- Assist in identifying, cultivating, and soliciting corporate and other sponsors for events or general agency operations in collaboration with the Associate Director – Community Engagement. This may include soliciting potential sponsors by email, phone, and/or in person.
- Recruit, coordinate, and support external volunteers and volunteer committees involved in fundraising events.
- Research guest speakers and/or entertainment for final selection and approval by leadership.
- Develop programs and write scripts for events as required following internal procedures for review and approval.
- Develop and implement additional fundraising events to include third party hosted or community fundraisers. This may include soliciting potential partners by email, phone, and/or in person and requires active community engagement to build the relationships necessary to form these partnerships.
- Develop and implement recruitment strategies for encouraging event attendance that will result in positive revenue generation to meet or exceed budgeted goals.
- In collaboration with the Associate Director – Community Engagement, create collateral and communication materials for fundraising, events for review and approval by leadership staff.
- Propose new ideas to improve the event planning and implementation process.

Community Outreach:

- Actively participate as a representative in assigned membership organization(s) which could include local chambers or service organizations.
- Represent MSC at external community events within our service area of South King County, including but not limited to Chamber of Commerce events, Rotary events, and sponsored events (i.e. organizations holding events to benefit MSC).
- Coordinate MSC's participation in external community events such as resource fairs or celebrations that have been approved by leadership for MSC involvement. Includes meeting registration, staffing, and collateral need requirements and attending these events as an MSC representative.

Communications and Marketing:

- Create, update, and distribute agency flyers and marketing materials as assigned that conform with MSC's branding and messaging guidelines
- Fulfill community requests for brochures, outreach materials, or other MSC collateral.
- Co-serve as initial responder to all general email inquiries in partnership with the Development Associate.
- Assist with storytelling efforts by interviewing clients and drafting impact stories for donor, marketing, and fundraising communications as requested.
- Assist with social media and digital communications as requested.
- Provide back-up support for maintenance and updates to MSC's website.

Financial Management and Data Analysis:

- For each event, assist Associate Director – Community Engagement in preparing and proposing budgets, and tracking fundraising expenses and revenue.
- Provide periodic progress reports to appropriate parties and keep track of event finances (including check requests, invoicing and reporting).
- Input, extract, compile and analyze event and some donor related data.
- Maintain written minutes of MSC's events committee meetings, tracking information and monetary amounts of secured sponsorships and procurements for fundraising events.
- Provide any required financial or event reports.

Additional Responsibilities include the following.

- Maintain and provide stewardship to an assigned portfolio of constituents.
- Other duties as assigned.
- Travel to MSC (Multi-Service Center) offices, meetings, and events throughout South King County and potentially the cities of Seattle or Tacoma.

Requirements

EDUCATION AND RELATED EXPERIENCE:

- Must meet one of the following requirements:
 - At least two years of paid experience with non-profit fundraising, event coordination, and community engagement work and/or marketing with the purpose of generating fundraising revenue AND a Bachelor's degree in communications, marketing, non-profit management, business, or related field.

- o At least three years of paid experience with non-profit fundraising, event coordination, and community engagement work and/or marketing with the purpose of generating fundraising revenue AND an Associate's degree in communications, marketing, non-profit management, business, or related field.
- o At least four years of paid experience with non-profit fundraising, event coordination, and community engagement work and/or marketing with the purpose of generating fundraising revenue AND a high school diploma or equivalent or general education degree (GED) is required.

PREFERRED EXPERIENCE:

- Graphic design.

CERTIFICATES, LICENSES, OR REGISTRATIONS:

- Valid Washington State driver's license, proof of current auto insurance, and reliable transportation is required.

REQUIRED COMPETENCIES:

- Excellent written and verbal communication skills.
- Superior attention to detail and accuracy.
- Excellent communication skills, including writing, proofreading, and speaking. Ability to work independently while also collaborating effectively within a team environment. Ability to anticipate project needs, discern work priorities, and meet deadlines.
- Ability to build and maintain positive working relationships with donors, sponsors, volunteers, staff, and community partners.
- Strong customer service and ethic skills. Ability to represent the agency and all its programs to funders and donors accurately, professionally, and positively.
- Commitment to diversity, equity, inclusion, and belonging principles in all aspects of work. Ability to manage multiple projects and work assignments from a variety of staff and volunteers.
- Ability to work effectively in a fast-paced environment and make decisions quickly when necessary.
- Ability to ask people directly to support our organization with a donation and to be okay with rejection.

TECHNICAL SKILLS:

- Read, write, and understand the English language.
- Proficiency with Microsoft Office 365 experience including OneDrive, Outlook email and calendaring, and standard Office applications.
- Experience with donor databases and event software preferred. Direct experience with Raiser's Edge and/or Greater Giving is a plus.
- Experience with graphic design tools preferred. Direct experience with Canva is a plus.

- Experience with social media best practices is preferred.
- Experience with website design is preferred. Direct experience with WordPress is a plus.

Join our mission!

To apply, please send your resume and cover letter to jobs@mschelps.org

No phone calls, please.

Multi-Service Center is committed to creating a diverse and inclusive environment. MSC is proud to be an Equal Opportunity Employer. MSC welcomes all qualified applicants and will receive consideration for employment without regard to race, color, religion, gender, gender identity or expression, sexual orientation, national origin, genetics, disability, age, or veteran status.