

Organization: Sustainable Connections

Title: Communications & Development Coordinator

Term: Regular, full time (40 hours/week), hourly, non-exempt

Primary Work Location: Sustainable Connections office, 1701 Ellis St., Ste 221, Bellingham, WA

Physical attendance requirement (% of time on site): 50% with occasional evening and weekend work

Reports to: Communications & Development Manager

Position wage range: \$21.85- \$29.50

Application deadline: 5/22/2026

Desired start: 6/16/2026

About Us:

Join Sustainable Connections, a nationally-recognized nonprofit working to advance a regenerative local economy in Northwest Washington — one where businesses, communities, and ecosystems thrive together. Each year we collaborate with dozens of partner organizations and more than 500 local businesses to strengthen food systems, catalyze climate solutions, support resilient local enterprises, and expand access to housing among five main program areas.

We strongly encourage applications from people of color, people from working-class backgrounds, women, LGBTQAI+ people, and those who are members of other marginalized communities. If you feel passionate about our efforts and believe that you have the skills to contribute to the growth of our organization, we want to hear from you - even if you do not believe you meet all of the criteria listed here.

Summary: This position supports communications for the organization and its five programs, including coordinating social media, writing blogs and press releases, and developing newsletters and website pages. Additionally, this position supports organizational development by coordinating fundraising campaigns, events, and donor outreach. The Communications & Development Coordinator is detail oriented, works well independently and on a team, positively represents the organization, and excels at relationship building.

Primary Responsibilities:

Marketing, Communications, and Public Relations

- Oversee social media accounts, collaborate on paid digital campaigns, support content calendar development, and create content on an as-needed basis
- Collaborate on creating and executing program content (social media, newsletters, press releases, marketing collateral) and organization-wide communications strategy
- Support website development, including drafting blogs, updating and creating webpages.
- Support graphic design projects across programs including social media, flyers, and brochures
- Support Communications & Development Manager in organization marketing, communications and public relations

Development Support & Events

- Write narratives and create designs for organization-wide fundraising, including annual reports, quarterly donor newsletters, and fundraising appeals
- Collaborate with the Events & Marketing Coordinator to plan and execute fundraising events, including Community Nights and donor-specific events
- Collaborate with the Communications & Development Manager on donor engagement plans, including conducting donor outreach and communications

Other related duties as needed. As an organization support role, this position could transition over time and develop depending on strengths, interests, funding, and needs of the organization.

Required Skills & Qualifications:

- At least 2 years of professional or lived experience in communications, marketing, fundraising, or related work
- Strong organizational skills and attention to detail – ability to keep track of timelines, materials, and moving parts for multiple projects and programs
- Clear and thoughtful communication skills – comfortable writing and speaking with a variety of audiences, including staff, media, donors, and community members. Ability to represent the organization in a welcoming and professional way
- Experience in digital communications and marketing – including social media, graphic design, marketing and promotion, or content creation
- Collaborative and community-centered approach – enjoys working with others, contributing new ideas, and problem-solving as part of a team
- Passion for building relationships with community members
- Strong writing skills – ability to tailor voice for different communication types

Preferred Skills & Qualifications:

- Experience using design tools such as Canva, Adobe Creative Suite, or similar platforms
- Experience in creating or editing short videos for social media or promotions
- Experience with website content management systems (such as WordPress)
- Experience with event registration, ticketing, or CRM tools (Givebuttr, Salesforce, or similar)
- Understanding of basic branding and visual design best practices
- Curiosity and willingness to learn new tools, systems, and skills with support from the team

Compensation:

This is a regular, FLSA non-exempt, full-time position with an expected starting wage range of \$21.85-\$23.77 hourly, depending on qualifications and experience. Note that Sustainable Connections has a No Negotiation policy when hiring. Our compensation approach is designed to be fair, transparent, and consistent for everyone. Each offer is based on the role's scope, required skills, relevant experience, and current market data. Too often compensation outcomes are

shaped by factors like a candidate's prior salary, comfort with negotiation, or perceived confidence—dynamics that can unintentionally reinforce inequity, particularly for underrepresented groups. Our goal is to create an equitable hiring experience where people feel supported, informed, and focused on what matters most: whether the role is the right fit. Benefits for first-year, regular, full-time employees (working 40hrs/week) include the following:

- 41 days of paid time off per year - 26 days of flexible PTO and 15 additional paid holidays
- An individual benefit of \$650 per month in lieu of health insurance benefits
- A flexible work schedule
- Budget to pursue professional development (ex: conference, coursework)
- Up to a 3% match SIMPLE IRA non-designated retirement plan
- Mileage reimbursement for travel to & from temporary duty stations
- 3 days of paid compassion leave, flexible unpaid time as negotiated, participation in leave allowed by Washington Paid Family & Medical Leave Program, and up to 40 hours of paid jury duty leave
- A supportive & inspiring working environment: well-equipped offices, coworkers fostering a welcoming & inclusive environment, and the opportunity to help lead a nationally recognized organization

To Apply:

Email a cover letter, resume, and the contact information for three professional references, **all in one PDF file**, by email to danielleh@sustainableconnections.org by the application deadline listed above.

Sustainable Connections is an equal opportunity employer that believes it is the responsibility of our organization and all employees to ensure there is no discrimination against any employee or job applicant for employment based on race, color, religion, national origin, ancestry, age, sex, marital status, military service, sexual orientation, gender identity, the presence of any sensory, mental, or physical disability, genetic information, or any other protected status.

Qualified individuals in need of an accommodation in order to participate in the recruitment, selection and/or employment process are encouraged to reach out to Danielle, Administrative Manager, 360-647-7093 x104, who will engage in an interactive process to respond to & provide reasonable accommodations.

All new employees must show employment eligibility verification as required by the U.S. Citizen and Immigration Service before beginning work at Sustainable Connections.