

Development Assistant (Development Program)

Senior Services for South Sound



Opening Date: 12/22/2025
Closing Date: Continuous – Open until filled.
Department: Development
Job Type: Non-Exempt, 0.75 FTE – **30 hours per week**
Salary: New hires start at **\$20.00** per hour, depending on experience and skills and includes the 4% COLA effective 1/1/2026. This position is a Step 2 of the internal salary schedule, which has a range of \$19.36-27.42/hour. Opportunity for a wage increase is based on passing the first 6 months, satisfactory job performance, availability of budgetary funds, and market factors.

Benefits: *For regular employees working 20 or more hours per week:*
Insurance: Medical, vision, dental, and life insurance are available on the first day of the month after 60 days.
Paid vacation: Accrued proportional to hours worked and based on seniority, i.e., a 1–2-year employee working 40 hours/week will accrue approximately 8 hours per month.
Paid holidays: 12-13 paid holidays if their normal schedule would have them working on that day.
Paid personal day: 1 paid personal day within a fiscal year after the first 6 months.
Retirement: If expected to earn \$5k in compensation per year, a tax-deferred Simple IRA with company matching up to 3% of gross is available.
Pet Insurance: available to all employees.
Employee Assistance Program: available to all employees.
Paid sick leave in compliance with WA state standards.

Location: Headquarters in Olympia, report to Olympia, WA

Senior Services for South Sound is looking for an energetic Development Assistant to support and provide overall administrative support for our Development program. The Development Assistant is responsible for processing gifts and generating acknowledgment letters; coordinating fundraising events; maintaining accuracy of the donor database; preparing data for direct mail appeals and other mailings; assisting the Marketing Coordinator with web updates and social media posts; and generally supporting the fundraising and marketing goals of the organization. The ideal candidate takes initiative with a positive attitude, a can-do spirit and is highly skilled in independent and collaborative work to enhance the quality of life for people as they age.

Senior Services for South Sound is a highly mission-driven 501(c)(3) organization dedicated to enhancing the quality of life for people as they age. While the focus is on delivering great service to seniors, our organization is filled with caring, thoughtful people who have a lot of fun and heart. As a diverse

organization that values integrity, inclusion, respect, results, and service excellence, we are a positive culture where employees are engaged, empowered, and appreciated.

Moreover, we offer awesome **benefits!**

- *Medical, Dental, Vision, and/or Life* if working 20 hours or more per week and employed for 60 days;
- *Sick Leave* in proportion to the FTE with up to 8 hours in a calendar month and no less than 1 hour for every 40 hours worked;
- *Paid Vacation* if working 20 hours or more per week, accrual beginning on day 1 of employment at the 1-year level of service, which provides up to 8 hours per month, is proportional to hours worked, and can first be taken after 6 months of employment;
- *1 paid personal day;*
- *12-13 paid holidays* if normally scheduled to work on such days;
- *Retirement:* if expected to earn \$5k or more in the calendar year, the employer will match the employee's contribution, dollar for dollar, up to 3% of the employee's gross annual salary in a Simple IRA;
- *Pet Insurance* is available to all employees; and
- *Employee Assistance Program.*

What you will be doing:

We're looking for a disciplined, positive **Development Assistant** working hourly, non-exempt at **30 hours a week** to take initiative and support our Development program and to be a crucial member of the Senior Services for South Sound Team.

Key outcomes:

The Development Assistant:

1. Processes donations and prepares acknowledgment letters. (30%)
2. Coordinates and drives fundraising events from start to finish. (30%)
3. Maintains the accuracy of the donor database and ensuring data is correct. (10%)
4. Prepares direct mail appeals, quarterly newsletter mailings and other mailings as needed. (10%)
5. Assists the Marketing Coordinator with website updates and social media posts. (10%)
6. Coordinates meetings, makes room reservations, takes notes, follows through on action items as needed, and schedules special functions. (5%)
7. Works closely with the Development Director to assist in driving departmental performance that contributes to the organization's overall success including but not limited to the following: presenting process improvement ideas, thinking outside of the box to brainstorm new development initiatives, and anticipating the needs of the Development Director by asking questions with a learning mindset, engaging in excellent planning, and able to manage multiple projects at any given time. (5%)
8. Performs other duties as assigned.

Inquire with HR@southsoundseniors.org for a full job description.

What you will bring:

- WA State Driver's License;
- High School Diploma or GED;
- At least 2 years' progressive experience as administrative assistant or clerical assistant in an office setting including the following:
 - 1 year experience with database administration;
 - 2 years' experience with Microsoft Office Suite & Google Drive;
 - 1 year experience assisting with special events;
 - 1 year experience tracking detailed information such as program reports, personnel tracking systems; and
 - Experience of successful event/project management from start to finish.
- Must pass background check upon hire and every 2 years thereafter;
- Excels at verbal and written communication;
- Excels at independent work ethic as well as within a team;
- Self-motivated;
- Excels at project management;
- Excels at problem solving, demonstrates critical thinking, time management;
- Works well with diverse people individually and in groups;
- Manages crisis situations with calm, spontaneity, good judgment and flexibility;
- Exhibits professionalism at all times and promotes positive public relations for the organization; and
- Skilled at event planning and managing special events.

Preferred:

Applicants who also possess the following *may* receive additional consideration from the hiring manager:

- B.A. or B.S. and 3 years' experience;
- 3 or more years progressive experience working as an assistant in a nonprofit environment; and
- At least 2 years' experience with database administration.

Why work at Senior Services for South Sound?

We're committed to enhancing the quality of life for people as they age and having fun doing it. With a culture of inclusion and positivity, the goal of enriching the lives of seniors is powered by dedicated, inspiring people delivering programs such as Brighter Days Adult Day Program, Meals on Wheels, Senior Community Dining, Senior Transportation, Supportive Services, Health, and Wellness Programs, Adult Learning, Independent Living, and activities and classes featured at our two centers. Moreover, we believe in supporting and taking care of our employees, offering medical, retirement, and paid vacations to eligible employees. Apply with your **cover letter, resume or CV**, and **3 professional references** today!

**The hiring authority may make a hiring decision at any time. Initial screening will begin on December 22, 2025. It is to the applicant's advantage to submit materials as soon as possible and request a complete job description. The candidate pool certified from this*

recruitment may be used to fill future similar vacancies for up to six months. ****Senior Services is an equal opportunity employer and does not discriminate based on age, sex (including gender identity), marital status, sexual orientation, race, creed, color, national origin, honorably discharged veteran or military status, or the presence of any sensory, mental, or physical disability or the use of a trained dog guide or service animal by a person with a disability. Background and reference checks will be completed before a new hire's start date, but no sooner than after Senior Services has initially determined that an applicant is otherwise qualified for the position.** If you require a reasonable accommodation to participate in the hiring process, please contact Human Resources to start the interactive process. Please contact hr@southsoundseniors.org for the full job description.

Contact:

Senior Services for South Sound, 222 Columbia Street NW, Olympia, WA 98501

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