

**Job Title:** Part-Time Donor Engagement and Event Manager

**Organization:** Spokane HOPE (Hearing Oral Program of Excellence)

**Location:** Spokane, WA

**Hours:** 24-32 hours/week (Must be flexible. Minimal weekends/evenings required.)

**About Us:**

Spokane HOPE is the only local nonprofit empowering children who are deaf or hard of hearing (birth to age 5) to thrive through listening and spoken language education.

**Position Overview:**

We're looking for an enthusiastic, detail-oriented **Donor Engagement and Event Manager** to drive donor relationships, foster community partnerships, and lead fundraising events such as our annual auction. If you're passionate about making an impact and have experience in fundraising, event planning, or donor relations, we want to hear from you!

**Key Responsibilities:**

- Build and maintain strong relationships with donors and sponsors.
- Plan and execute fundraising events, including logistics, budgets, and promotions.
- Manage the donor database and oversee recognition efforts.
- Expand Spokane HOPE's visibility by attending community events.
- Collaborate on donor appeals, social media, and event marketing.
- Track and report event/campaign performance to leadership.

**Qualifications:**

- 2+ years of experience in fundraising, event management, or donor relations (nonprofit preferred).
- Strong organizational and communication skills.
- Proficiency in donor software, Microsoft Office, and social media.
- Resides in Greater Spokane Area with reliable transportation.
- Flexible schedule, including evenings/weekends as needed.

**Why Join Us?**

Make a meaningful impact in a supportive, mission-driven environment.

[www.spokanehope.org](http://www.spokanehope.org)

**To Apply:**

Email your resume, cover letter, and two references to [info@spokanehope.org](mailto:info@spokanehope.org).

**Spokane HOPE is an equal opportunity employer.**

Job Type: Part-time

Pay: \$27.00 - \$38.00 per hour

Expected hours: 24 - 32 per week

Benefits:

- Dental insurance
- Health insurance
- Paid time off
- Retirement plan