

## THE STEAMER VIRGINIA V FOUNDATION

**Job Title:** Membership and Communications Coordinator

**Reports to:** Executive Director

**Compensation:** \$20,000 to \$25,000/year salary DOE. 0.5 FTE. No benefits.

### **Background:**

The Steamer Virginia V Foundation (the Foundation) is a 501(c)(3) that owns and operates the SS VIRGINIA V. The SS VIRGINIA is a 125', 200-ton, steam powered wooden passenger vessel.

The Foundation was formed in 1979 to preserve, operate, and interpret the SS VIRGINIA V, a National Historic Landmark and last of the Puget Sound's "Mosquito Fleet" steam ships.

Approximately 20,000 individuals visit the vessel annually at her permanent home at Lake Union Park in Seattle's South Lake Union neighborhood. The vessel takes about 50 underway trips a year.

### **Job Summary:**

The Membership and Communications Coordinator manages the day to day development, communications, and marketing activities at the Foundation. This position will promote the impact of the Foundation, manage the communication with donors, members, and the public, work to convert VIRGINIA V visitors to donors, and generally control the dissemination of information about the Foundation.

We are looking for phenomenal communication, copywriting, and design skills as well as basic understanding of database tools and website management.

Working closely with the Executive Director of the Foundation, this position's duties will include managing our social media presence, updating and managing our donor data base, printing and mailing acknowledgment letters, designing print material for the organization, and more.

As a member of a small organization and team, this position is designed to offer maximum flexibility to the right candidate. Schedule is flexible; working from home periodically will be allowed.

### **Core Functions:**

#### **1. Development Activities**

- Manage the Foundation Little Green Light donor database
- Design, print, and mail acknowledgment letters
- Provide support to Executive Director for annual fundraiser
- Provide support to Executive Director on production of periodic appeal letters

#### **2. Publications**

- Design and manage members newsletter publication (3 times a year)
- Design and manage online newsletter (once a month)
- Design and print all physical signage and brochures on board vessel

Post Office Box 9566 O Seattle, Washington O 98109-0566  
Tele 206.624.9119 Fax 206.381.3715

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

The Steamer Virginia V Foundation is a non-profit organization under section 501(c)(3) of The Internal Revenue Code.  
Our IRS Federal Identification 91-0989160

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### 3. Online Presence

- Update website with events, programs listings, and messaging (wordpress based)
- Manage social media presence (currently facebook and instagram only)

### 4. Marketing

- Create and implement annual marketing strategies for the following key areas:
  1. Youth Programs
  2. Public Events
  3. Membership

### 5. Financial

- Work with Executive Director on annual development and marketing budgets
- Create and track annual budget for marketing expenses

### 6. Assessment and reporting

- Create monthly development report
- Routinely evaluate existing marketing and development goals with Executive Director

### Requirements:

- Experience in marketing and communications
- Demonstrated experience with publication design
- Demonstrated experience with website design and management
- Excellent written communication skills
- Excellent publication design skills

### Desired:

- Bachelor's degree in communications or marketing
- Experience working in development
- Experience working with database management
- Highly organized and attentive to detail
- Experience working in non-profits
- Familiarity with maritime industry
- Experience managing social media

### To apply:

Please submit a cover letter and resume to Heron Scott, Executive Director ([heron@virginiav.org](mailto:heron@virginiav.org)).

Application accepted at any time. Position open until filled.

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