

Job Title of this Position	Coordinator of Charity Relationship Development		
Name of Organization	TisBest Philanthropy		
Website	www.TisBest.org		
Job Location Address	1736 Fourth Ave. So. Suite B Seattle, WA (and some telecommute)		
Contact / Supervisor	Jon Siegel, Executive Director		
Phone Number	206.501.3005 ext 6		
E-mail	Jon@TisBest.org		
<u>Hourly</u> Pay Rate (indicate a range)	\$12.50 - \$15.00 per hour		
Employment Period	Summer Only [x] (7/1/2008- 9/23/2008)	Academic Year [] (9/24/2008-6/12/2009)	Summer & Academic Year [] (7/1/2008 – 6/12/2009)
Hours per week	Summer: full time program 40 hrs/wk [x] part time program up to 19 hrs/wk [] Academic Year: up to 19 hrs/wk []		
Nature of Business or Organization:			
TisBest Philanthropy is a federally recognized 501(c) (3) charitable organization. TisBest's mission is essentially two-fold: 1. To financially support approximately 250 U.S-based charitable organizations through our charity gift card program; and 2. To introduce individuals to the joy of giving to charitable causes through our charity gift card program.			
Duties and Responsibilities:			
This significant role will help TisBest develop a deeper relationship with key e-philanthropy and development personnel at 250 charities across the U.S. 1. Identify the person at each charity who will act as the liaison with TisBest (via telephone) 2. Capture contact information in the TisBest database. 3. Guide that person through the enhanced TisBest Charity login page, providing initial login instruction and pointing out the features available for the charity's use. 4. Promote use of the TisBest 250 badge on the subject charity's website. In addition, create an operations manual and assist in the development of a more robust social networking strategy.			
Minimum Qualifications:			
Excellent telephone and interpersonal skills; basic Word and Excel computer skills; an enthusiasm for non-profits and/or cause marketing.			
Educational Benefits:			
The successful applicant will have the opportunity to work closely with the executive director of a two-year-old, pioneering non-profit dedicated to making the world a better place. TisBest is doing cutting edge work in online fundraising, and providing significant support to 250 charities. The successful candidate will develop hands-on operations skills in the non-profit environment, enhance skills in interpersonal relations, gain exposure to scores of non-profit causes, participate in strategy and planning meetings, and enjoy interaction with managers and executives from many different charitable organizations.			