



**FUND DEVELOPMENT MANAGER
JOB POSTING**
Applications Due by Friday, April 1, 5:00 pm

Position: **Fund Development Manager**
Reports to: Director of Strategic Initiatives
Classification: Exempt, 35 hour work week
Location: Seattle
Salary: \$53,410 DOQ, plus generous benefits (health, retirement, vacation)

This is an exciting opportunity to work at a leading organization with a positive office culture, commitment to diversity and shared leadership, and an inspiring vision.

The Fund Development Manager will lead our fundraising efforts and launch the next phase of its growth, overseeing donor cultivation, stewardship, and retention, as well as events and projects. This is a new position, following a recent assessment and creation of a three-year plan centered on core competencies of fund development. This position will work closely with supporters, the Board of Directors, and all staff, including those who will remain responsible for grant writing, communications, and leadership of the [Refuse To Abuse® 5K](#).

As the leading voice for ending domestic violence in Washington, the Washington State Coalition Against Domestic Violence is creating a bold, fresh future for the movement. From [Domestic Violence Housing First](#) to [immigrant advocacy](#), from [common sense protections on abusers' access to guns](#) to moving upstream towards [prevention](#) and [engaging the public](#), WSCADV has earned a national reputation for effectiveness and innovation. We strive to center our work on the experiences of survivors, especially those in communities of color and other historically marginalized communities. WSCADV's team approach facilitates the sharing of power and responsibilities across positions and reflects our commitment to inclusion and leadership development.

Primary Responsibilities

- 1) Lead, design, and implement the donor development program, including: cultivation, solicitation, and stewardship; direct mail and online appeals; and inspiring, high performing fundraising and cultivation events, including an annual campaign with a corporate partner, house parties, and workplace giving.
- 2) Lead and grow major aspects of the Refuse To Abuse® 5K's fundraising success, including marketing, sponsorships, and peer-to-peer fundraising. After a thoughtful transition period, manage event logistics in partnership with other staff.

- 3) With the Director of Strategic Initiatives, prepare, implement and monitor an annual development plan.
- 4) Support the Board of Directors, staff, constituents, and community members to participate in a culture of philanthropy and ensure coordination of fundraising roles.
- 5) Represent WSCADV and serve as public speaker at events as needed.
- 6) With administrative staff, ensure accurate, timely administrative functions including donor data entry, acknowledgement letters, donor files, fundraising reports, and accounting reconciliation.
- 7) With communications staff, produce and distribute the annual report, maintain an online fundraising presence, and help develop or update messages and material.
- 8) Perform all work in a culturally responsive manner consistent with WSCADV's mission and Principles of Unity.
- 9) Participate in general staff activities and other duties as assigned.

Required Qualifications

- 1) Minimum three years' experience in fundraising management.
- 2) Record of successful career growth leading to program management in a nonprofit organization. Demonstrated ability in financial and program management
- 3) Excellent interpersonal, oral, and written communication skills. Ability to build rapport and communicate effectively with diverse donors, sponsors, supporters, co-workers, and the board. Ability to write and deliver clear, compelling, and persuasive donor solicitation requests.
- 4) Ability to create and lead innovative approaches to community giving.
- 5) Knowledge of fundraising database systems.
- 6) Strong organizational skills. Ability to develop work plans, handle multiple priorities, and meet deadlines.
- 7) Ability to maintain a calm, efficient, and good-humored approach to work in a fast-paced, highly productive environment.
- 8) Demonstrated experience working effectively with people from historically marginalized communities (e.g., communities of color, Tribal and Native communities, poor people, immigrants and refugees, LGBTQ communities, etc.).
- 9) Ability to work independently and in teams. Ability to mediate differences of opinion, think critically and with foresight, carry out assignments with limited direction, adapt to change, and be nimble and flexible.
- 10) Commitment to ethical standards in the fundraising and domestic violence fields.
- 11) Valid driver's license and insurance and/or ability to travel locally and out of area.

12) Enthusiastic support of the mission and ability to champion the Refuse To Abuse® 5K.

Preferred Qualifications

- 1) Events management experience.
- 2) Familiarity with domestic/sexual violence issues the current social justice landscape.

People of color, Native people, and survivors of domestic violence are encouraged to apply.

To Apply

This position begins in late May or early June 2016. To apply, please submit the following:

- 1) A cover letter summarizing your interest in and relevant experience for this position;**
- 2) Your resume;**
- 3) 3 references (2 of which must be professional);**
- 4) Written responses to the questions below.**

Email to: laura@wscadv.org (subject line: Fund Development Hiring – [your last name])

Applications must be received by 5:00 pm, Friday, April 1. No calls please.

Questions

To help us assess your qualifications for this position, please answer the following three questions. Limit your responses to no more than 200 words for each question.

- 1) Fundraising for domestic violence programs often focuses on victimization, shelter, and images of battered women and children. WSCADV is at the forefront of a shift in the anti-violence movement from reactive to pro-active, integrating social justice and social services. With this in mind, what kind of stories and themes would you draw upon for fundraising?
- 2) Describe a success you had in coordinating a fundraising event. What happened, and what did you take from the experience?
- 3) As a statewide membership organization, WSCADV does not provide crisis services, nor do we have a local footprint. What do you see as the strengths, challenges, or opportunities for connecting with and retaining donors?