



Washington Business Week Development & Fundraising Manager

WBW Programs Overview: WBW offers high school youth week-long educational programs at both high school and university campus settings. Programs range from in-state, regional, to international in scope. There are currently three key programs focused on major industry sectors of Business, Healthcare and Technology.

Position Overview: WBW is seeking a Development Manager with experience in fundraising, grant-writing, special events, sponsorship solicitation, and the ability to develop and nurture relationships with major donors, partners, and corporate sponsors. The position requires strong organizational, networking skills, the ability to work on various events simultaneously with a keen eye for detail. This position will analyze donor data and giving trends to create strategies to ensure new donor acquisition, increased giving, donor retention and recovery of lapsed donors.

Responsibilities:

Development

- Collaborate with the Executive Director and Board of Directors to create annual development plan which increases revenues to support the strategic direction of the organization.
- Oversee all aspects of fundraising plans pertaining to assigned special events, grants, and sponsorships.
- Develop and manage timelines for various fundraising activities to ensure strategic plans and critical fundraising processes are carried out in a timely manner.
- Research, write, submit and present grant applications for specific affiliates. Manage and track grant funds, grant calendar and coordinate grant requirements with the end user of funds. Facilitate all compliance related to grants.
- Maintain donor database
- Process donations and donor recognition
- Administrative duties as assigned
- Assist in donor identification, cultivation, solicitation, and management
- Prepare written materials including reports, general correspondence and other necessary solicitation materials

Program Management

- Support program delivery for university and high-school based programs.
- Ensure that all donors and sponsors are recognized at the in-school/international/summer programs.

Qualifications

Required

- Bachelor's degree and 2-3 years of work experience OR over 8 years of work experience

- Fundraising and sponsorship campaign management
- Professional experience in grant writing with successful results
- Exceptional interpersonal and communication skills, both oral and written
- Excellent computer skills including word processing, data base management and spread sheets
- Experience with CRM software and Donor Perfect.
- Strong personnel and program management, critical thinking and problem-solving ability
- Must have reliable transportation, valid WA driver's license and verify current proof of insurance (WBW will reimburse mileage)

*Employment contingent on annual background check of criminal history information through the WSP.

Preferred

- Experience in effectively coordinating multiple projects within budget
- Experience with Tableau
- Ability to work independently, as well as collaboratively to achieve goals - WBW is a virtual office.
- Experience fostering and building effective partnerships in business/education/community-based organizations
- Previous knowledge of WBW

Benefits Include:

Full Time Position 40+ hours a week

Salary Range: \$40,000 to 50,000

Benefits Packet: Paid Vacation & Holidays; paid medical, vision & dental coverage

401K optional after 1 year of employment.