



Position Title: Development Director

Position Type: Part-time (0.70 FTE), Exempt

Position Pay Range: \$85,000 - \$115,000 (\$59,500 – \$80,500 Prorated to 0.70 FTE)

Work Schedule: 0.70 FTE in a 32-hour work week environment (approx. 22.4 hrs/week)

Location: Flexible Hybrid. Must be a Washington State Resident. Frequent in-person activity in or around King County required.

Reports To: President & CEO

To Apply: This position is open until filled, but priority will be given to applications received by February 6, 2025. Please send a cover letter and resume to jobs@wawomensfdn.org with the following subject line:

DoD_Last/Family Name_First/Given Name

About the Foundation:

Washington Women's Foundation (WaWF) is a strong and inclusive collective of informed people who identify as women working together to influence community transformation. Through our collective philanthropy model, WaWF leverages the resources of individuals to make grants benefiting nonprofit organizations throughout Washington state. Since 1995 our members have invested more than \$22 million into our community. Through various programs and events, members connect, learn, and transform themselves, even as they work to bring greater racial and gender equity to our state.

WaWF is an equal opportunity employer committed to having a staff that reflects the diversity of the communities we serve. We strongly encourage applications from individuals who identify as Black, Indigenous, People of Color (BIPOC), immigrants, people with disabilities, and members of the LGBTQIA+ community.

Job Summary:

The Development Director is responsible for leading the foundation's fundraising efforts to support its mission and growth. This part-time position (0.70 FTE in a flexible, 32-hour/week work environment) will focus on developing and executing strategies to raise \$300,000 in the first year, with an expectation for growth and the possibility of moving to full-time in subsequent years. This individual will work closely with our CEO (who has

substantial fundraising experience), a newly formed Marketing/Development Committee, and key stakeholders to build and maintain donor relationships, secure gifts, and implement fundraising strategies.

Key Responsibilities:

- **Fundraising Strategy and Execution:**
 - Develop and implement a comprehensive fundraising strategy to raise \$300,000+ in non-membership revenue for 2025.
 - Identify and cultivate relationships with individual donors, corporations, and other funding sources.
 - Oversee the Foundation's fundraising efforts, with a primary focus on Major & Planned Gifts.
 - Review donor stewardship processes with Development Coordinator.
- **Donor Relations and Management:**
 - Build and maintain relationships with existing and prospective donors to foster long-term extra-membership support of the Foundation.
 - Create personalized communication plans and experiences to keep donors informed and involved, with support from the Development Coordinator and the Senior Manager, Community Experience & Culture.
- **Events and Community Engagement:**
 - Collaborate with the CEO and volunteers to increase visibility and donor engagement with the foundation's work.
 - Assist in the fundraising and sponsorship outreach activities around PopUP for Women + Girls.
- **Leadership:**
 - Work closely with the CEO to develop strategic fundraising goals and metrics.
 - Staff the newly formed Marketing/Development Committee.

Qualifications and Skills:

- **Committed.** To the mission, model, and equity work of WaWF
- **Diplomatic.** Able to work effectively with members, colleagues, and volunteers, all of whom may have different communication and work styles
- **Collaborative:** Strong interpersonal and relationship-building skills, with an ability to work effectively in a small, collegial team environment.

- **Communicative.** Excellent written and verbal communication skills, with the ability to engage and inspire donors, volunteers, and stakeholders.
- **Discreet.** Able to hold executive, donor, foundation, and board information in the strictest confidence, as needed
- **Knowledgeable.** Minimum of 5 years professional fundraising experience, with a proven record of accomplishment raising significant funds.
- **Experienced:** In donor cultivation, relationship management, and developing fundraising strategies.
- **Entrepreneurial:** The ability to work independently and take initiative.
- **Creative:** Able to generate new ideas and strategies for fundraising campaigns.
- **Organized:** Strong project management skills, with the ability to manage multiple priorities and deadlines.
- **Flexible:** Adaptive to change and comfortable with ambiguity when given a supportive environment
- **Proficient:** Zoom, Microsoft Office 365. Working knowledge or expertise in Blackbaud RE7 and Blackbaud NXT a significant plus.

Compensation and Benefits:

- **Salary:** \$85,000 - \$115,000 Prorated to 0.70 FTE (\$59,500 – \$80,500)
- **Schedule:** Part-time Exempt, @22.4 hours per week (0.70 FTE)
- **Benefits:** Benefits include medical, dental and vision coverage for staff and dependent children under 21, up to 3% SIMPLE IRA contribution match, 3 weeks paid vacation and 2 weeks sick time earned during first year of employment, 10 paid holidays, Metro Pass provided.
- **Location:** Hybrid, Seattle

Application Process:

Interested candidates are invited to submit a cover letter and resume to jobs@wawomensfdn.org using the subject line he following subject line:

DoD_Last/Family Name_First/Given Name

Please include specific examples of relevant experience in your application. Priority will be given to those applications received prior to February 6. Target start date of April 1, 2025.

This job description outlines the core responsibilities and qualifications for the position, but it is not intended to be an exhaustive list. There may be additional tasks and responsibilities assigned, as needed, to support the foundation’s growth and success.