



DEVELOPMENT DIRECTOR

Since our founding in 1992, WWIN has invested in the health and education of Washington women so they can live the lives they imagine for themselves. Today, we provide scholarships and supports to help Washington women facing barriers to opportunity succeed in college and careers so they, their families and our communities can thrive. We serve around 150 women annually through our Star Scholarship Program, and we have nearly 600 alumnae of our signature program. In addition to significant renewable scholarships that support students up to a first bachelor's degree, Star Scholars have access to resiliency funds, career coaching grants and mentors, individualized support, and are part of a diverse statewide community of scholars and alumnae.

WWIN exists to serve a community of ambitious Star Scholars who aspire to, and achieve, audacious goals. 66% of Star Scholars are first-generation college students, 60% are women of color, 57% are non-traditional students 25 years and older, 38% are parents and 29% are in Eastern Washington. We seek a candidate who will be inspired by the example Star Scholars set and motivated to advance our organizational mission because of it.

ABOUT THE POSITION

This full-time exempt position manages development and development-related functions, including communications, special events and volunteers. Reporting to the Executive Director, the Development Director is part of WWIN's collaborative team of six (6) FTE, coordinates select contractors and supports the board members' fundraising activities.

Development (~50%)

- Provide outstanding, values-driven customer service as a frontline point of contact for donors, volunteers, event attendees and other stakeholders
- Personally manage a donor portfolio (individuals, foundations and corporations)
- Develop an annual fundraising plan, budget and revenue projections, and monitor annual progress to goals through review and reporting
- Collaborate with key staff and stakeholders to identify, qualify and cultivate donor prospects and revenue sources
- Manage employee giving campaigns and third-party fundraisers
- Support individual and corporate sponsorships, including prospect identification, solicitation, benefits fulfillment, reporting, acknowledgements and renewals
- Prospect, report and track fundraising grants in conjunction with professional team to ensure timely applications, reporting and renewals
- Manage the major donor giving club, including stewardship activities and benefits delivery
- Produce monthly, quarterly and annual fundraising reports, in collaboration with Finance and Operations Manager
- Special projects and duties as assigned



Communications (~ 20%)

- Partner with staff and consulting team to coordinate and deliver an annual plan for strategic donor communications, including a comprehensive fundraising brand position, fundraising collateral, appeals and event messaging
- Develop and direct annual appeals including messaging, graphics, and print and digital distribution
- Ensure brand and message consistency across all platforms
- Coordinate the efforts of marketing and communication vendors, including writer, graphic designer, web developer, video producer, and print house
- Manage WWIN's social media accounts

Special Events (~20%)

- Manage and produce the annual signature fundraiser to deliver an outstanding guest experience and achieve cultivation, solicitation and stewardship goals
- Lead staff and serve as primary point of contact for guests, vendors and volunteers at events
- Establish audience development processes to ensure that goals are met
- Develop special event messaging including pre- and post-event communications, scripts and videos, and print and digital collateral
- Manage and produce 2-3 small donor events annually for cultivation or stewardship

Volunteers (~10%)

- Support existing activities and develop additional opportunities for individuals and groups
- Collaborate with programs team to offer community engagement opportunities aligned with scholar and alumnae needs
- Expand opportunities for scholars and alums to volunteer as WWIN ambassadors

EXPERIENCE AND ABILITIES

- 7+ years of professional experience working in a field relevant to nonprofit development, including fundraising, business development, communications, special events or volunteer management
- Passion for WWIN's vision, mission, values and programs
- Ability to develop and maintain effective relationships with internal and external stakeholders
- Operates with diplomacy and discretion, works well in a collaborative environment and as a member of a team
- Commitment to executing current responsibilities with excellence accompanied by an enthusiasm for strategic growth
- Strong project management skills and meticulous attention to detail
- Skilled at prioritizing and balancing multiple work streams
- Proactive and flexible
- Experience with CRM or other data management system
- Proficient in Microsoft Office Suite



BENEFITS

This is a full-time, exempt position. Salary is commensurate with experience and qualifications. Range is \$80,000 - \$100,000. Robust benefits package includes:

- 28 days PTO (including vacation, holidays and December closure), plus 6 days sick leave
- 100% of medical, vision, dental and short-term disability covered after \$50/month employee contribution
- Employer-sponsored 401(k) retirement plan, with 2% automatic employer contribution and up to 4% employer matching contribution

LOCATION

WWIN is a remote working environment. In-person availability in the Greater Seattle area for donor visits, occasional meetings and retreats, as well as onsite at WWIN events.

TO APPLY

Send a single PDF of your resume and cover letter to careers@wwin.org, with subject line "Development Director." Open until filled; applications received by April 4, 2025, given priority.