



## Development and Communications Associate

WWIN seeks a **Development and Communications Associate** to play a central role in advancing WWIN's mission to support women pursuing higher education across Washington. This position sits at the heart of the organization's fundraising and communications work, helping ensure that every donor, partner, volunteer and Board members feel connected to the impact they are making and the opportunities they help create for WWIN Scholars, their families and our Washington state communities.

In this role, you will help bring WWIN's story to life, strengthen relationships with supporters, and support the campaigns, communications and systems that sustain WWIN's work. From donor stewardship and events to Board coordination and outreach, your work directly supports the resources, relationships and community that help WWIN Scholars persist, graduate and move toward greater economic opportunity.

This is a highly collaborative role working closely with leadership, program staff, volunteers and external partners in a team culture that values clear communication, responsiveness, shared success and mission-driven work. It offers the opportunity to see the direct impact of your work in the lives of women across Washington.

### About the Position

**Reports to:** Development and Communications Director\*

**Works closely with:** Executive Director and Board of Directors

**Salary, Benefits and Status:**

This is a full-time, non-exempt position with a pay range of \$32.00-\$35.00 per hour (*equivalent to \$66,560-\$72,800 annually*) based on experience and qualifications. Benefit 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:** This is a fully remote role. Candidates must reside in Washington state, with preference given to those in the Greater Seattle area for occasional in-person work and team activities.

**Regular Working Hours:** Monday-Friday 9 am-5 pm, occasional evening events

*\*WWIN is currently working with interim leadership for this role. A permanent Development and Communications Director is expected to be hired in early fall 2026.*



## Key Responsibilities

### Donor Stewardship and Development Operations (30%)

- Process all gifts in a timely and accurate manner, including entry into the CRM (Bloomerang)
- Generate and send donor acknowledgments, ensuring they are personalized, accurate and aligned with WWIN messaging
- Maintain clean and up-to-date donor records, including contact information, giving history and notes
- Support donor segmentation, reporting and list pulls for campaigns and outreach
- Assist with tracking pledges, payments and campaign progress
- Set up and manage online giving and event management tools
- Coordinate donor stewardship activities, including recognition lists and follow-up communications

### Communications (25%)

- Assist the Development and Communications Director in drafting and preparing donor communications, including emails, newsletters, appeals and event materials
- Coordinate production of communications with internal staff and external partners (designers, printers, etc.)
- Manage social media channels, primarily LinkedIn, Facebook and Instagram
- Support regular website updates with the website content manager
- Help maintain consistency in messaging, tone and branding across materials
- Support campaign communications and key fundraising efforts, including winter and spring campaigns
- Assist with communication for events, including WWIN's signature fundraiser, cultivation and stewardship gatherings and WWIN Scholar Meetups (invitations, follow-up, and related materials)

### Board Relations and Administration (30%)

- Serve as a primary liaison to the Board of Trustees for scheduling and coordination
- Ensure compliance with Washington state nonprofit requirements by maintaining annual Board records, including rosters, governance forms and minutes
- Coordinate Board and committee meetings, including scheduling, calendar management and logistics
- Prepare and distribute meeting materials, including agendas, pre-reads and follow-ups
- Track Board participation, including meeting attendance and engagement activities
- Support communication with Board members, including reminders, updates and follow-ups
- Assist with onboarding new members and maintaining Board resources

### Event Project Management (15%)

- Provide administrative and logistical support for fundraising and cultivation events
- Ensure a seamless and warm guest experience, including guest tracking, communication and RSVP management
- Support coordination with all event vendors, sponsors, and partners



### **General Responsibilities**

- Serve as a trusted right hand to the Development and Communications Director and Executive Director, helping move key fundraising and communications priorities forward
- Take initiative in improving systems and workflows, contributing to a more organized and efficient team environment that frees leadership to focus on high-impact work
- Provide high-level coordination and support to keep projects, timelines and deliverables on track
- Anticipate needs, help manage competing priorities and ensure the team is prepared and organized for upcoming work
- Support special projects and organizational initiatives, including campaigns and strategic efforts
- Help maintain strong internal communication and alignment across staff, leadership, and partners
- Other duties as assigned

### **What You'll Experience**

- Seeing the direct connection between fundraising efforts and WWIN Scholar outcomes
- Contributing to campaign moments where the full team is working toward a shared goal
- Increasing experience with donor strategy, communications, events, Board governance and nonprofit operations
- Working in a collaborative environment that values responsiveness, follow-through and shared success

### **Qualifications**

- 3+ years of experience in nonprofit external relations, including development, communications, events and/or grants
- Discretion, diplomacy and sensitive interpersonal skills
- Strong organizational skills and attention to detail
- Experience with CRM systems (Bloomerang, a plus) and data entry best practices
- Excellent written and verbal communication skills
- Ability to manage multiple projects and meet deadlines
- Proficiency with Microsoft Office and Google Workspace
- Experience with Adobe, Canva and Mailchimp (or other email marketing tools)
- Experience supporting boards or senior leadership is a plus
- Must be a WA State resident and have access to transportation for occasional in-person events

### **Attributes for Success**

- Brings strong ownership, accountability and sound judgment
- Works effectively both independently and collaboratively in a primarily remote environment
- Communicates proactively and consistently to support clarity, alignment and follow through
- Demonstrates commitment to WWIN's vision, mission and values



## About WWIN

### Our Vision

Every woman has a clear path to achieve her full potential.

### Our Mission

WWIN provides 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.

### Our Values

- Respect: We recognize the inherent worth of each person and foster a culture where diverse experiences and points of view are honored.
- Self-Determination: We trust each woman as the best expert in her own experience and support the educational path she chooses to fulfill her life's goals.
- Equity: We recognize that higher education is not equally accessible to all women and commit to using our resources to remove barriers to opportunity.
- Community: We believe a supportive network of women has the power to lift each other and make generational change.
- Initiative: We regularly evaluate the environment and our programs to respond effectively to changing needs.

### Our Community

We serve 150 WWIN Scholars annually and have a community of more than 600 alumnae across Washington state. Who are WWIN Scholars? 72% are first-generation college students, 65% are women of color, 65% are non-traditional age (25+ years-old), 49% are parents and 26% are in Eastern Washington. 99% of WWIN Scholars persist and earn their degree. We seek a candidate who is inspired by the example they set and motivated to advance our mission as a result. [www.wwwin.org](http://www.wwwin.org)

### To Apply:

WWIN is an Equal Opportunity Employer and is committed to building a diverse and inclusive team. We encourage candidates from all backgrounds to apply. Please provide a resume and a cover letter that answers these two questions:

- 1) WWIN's work is rooted in supporting women pursuing higher education across Washington. What draws you to this mission, and how does it connect to your own experience or values?
- 2) This role requires managing details across donor stewardship, communications and Board coordination. Can you share an example of how you have kept multiple priorities organized while ensuring nothing falls through the cracks? What systems or approaches did you use?

Send to: [careers@wwin.org](mailto:careers@wwin.org)