



Her Promise. Her Path. Her Power.

Development and Communications Director

WWIN seeks a strategic, collaborative, relationship-driven **Development and Communications Director** to lead fundraising, donor engagement, communications and external visibility in support of Washington women pursuing their college and career goals across our state.

This is an exceptional opportunity for an experienced fundraising leader to join WWIN's leadership team and help guide the organization's next phase of growth. The Development and Communications Director will expand philanthropic support, strengthen statewide visibility, foster a culture of philanthropy and build meaningful relationships with donors, volunteers, community partners and Board members.

This role leads WWIN's comprehensive fundraising and engagement strategy, overseeing major gifts, annual giving, institutional funding, donor stewardship, communications and organizational messaging. The position also provides strategic leadership for Elevate, WWIN's signature fundraising event; supervises the Development and Communications Associate and external fundraising and communications consultants, including WWIN's grant-writing and special-events contractors; and partners closely with the Executive Director, staff and the Board of Directors to advance organizational priorities.

WWIN's current goals are to raise approximately **\$2 million or more annually** through individual giving, grants, sponsorships, events and community partnerships. This role will build on that momentum by growing philanthropic investment, expanding statewide awareness, strengthening donor relationships, and helping more women overcome barriers to opportunity so they, their families and our communities can thrive.

About the Position

Reports to: Executive Director

Supervises: Development and Communications Associate, various contractors

Salary, Benefits and Status: full-time, exempt position with an anticipated salary range of **\$90,000–\$110,000** annually, depending on experience and qualifications.

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



Her Promise. Her Path. Her Power.

Location: This is a fully remote role. However, candidates must reside in Washington state, with preference given to those in the Greater Seattle area for Board, staff, donor meetings and other in-person events.

Regular Working Hours: Monday-Friday, 9 am-5 pm (PST) with occasional evening or weekend events

Key Responsibilities

Development and Fundraising (60%)

- Lead WWIN's overall fundraising strategy in partnership with the Executive Director and Board of Directors to support organizational growth and long-term sustainability
- Implement, monitor and continuously refine WWIN's annual development plan, including fundraising goals, revenue strategies, campaign priorities and key performance indicators
- Manage and grow a portfolio of major donors, institutional funders, corporate partners and prospective supporters through strategic cultivation, solicitation and stewardship
- Lead WWIN's *Champion Circle* strategy, major gift cultivation, and the development of customized donor investment opportunities.
- Oversee institutional fundraising strategy and supervise WWIN's external grant writing contractors
- Partner with the Executive Director and Board of Directors to educate, engage and support Board members in fundraising, donor stewardship, community outreach and ambassador activities, while tracking participation and progress
- Identify and cultivate new philanthropic partnerships, sponsorship opportunities, and community relationships
- Monitor all fundraising performance, donor pipeline activity, campaign progress and revenue forecasts to inform future strategies
- Strengthen fundraising systems, CRM utilization, reporting and data practices to support sustainable growth and informed decision-making
- Supervise and mentor the Development and Communications Associate
- Serve as a strategic leadership thought partner to the Executive Director



Her Promise. Her Path. Her Power.

Communications and Marketing (20%)

- Lead WWIN's integrated communications, marketing and external engagement strategy to support fundraising, donor engagement and organizational visibility
- Oversee WWIN's annual communications calendar and digital engagement strategy to support fundraising, stewardship and organizational goals
- Guide WWIN's messaging, storytelling, brand positioning and donor communications to strengthen awareness and philanthropic support
- Serve as the lead writer and editor for major fundraising proposals, donor communications and other high-impact organizational messaging
- Provide strategic direction to external communications consultants, creative partners and communications projects while ensuring a consistent brand voice across all channels
- Partner with program staff to elevate Scholar and alumnae stories that demonstrate impact and inspire donor investment
- Strengthen WWIN's statewide visibility and philanthropic reputation through strategic communications, media and community engagement opportunities

Events and Community Engagement (20%)

- Lead fundraising and engagement strategy for WWIN's signature fundraiser, *Elevate*, in partnership with a contract event company, Executive Director and Board
- Plan and implement donor stewardship initiatives, including all donor engagement events
- Cultivate and steward relationships with sponsors, donors, volunteers and community partners to strengthen philanthropic support and long-term engagement
- Guide the development of event messaging, sponsorship materials, presentations, scripts and donor communications
- Develop donor cultivation and stewardship strategies through house parties, regional gatherings and other engagement opportunities
- Partner with program staff and volunteers to expand corporate engagement and create meaningful opportunities for Scholars and alumnae to serve as ambassadors and storytellers
- Strengthen relationships across WWIN's statewide community through strategic engagement, volunteer leadership and partnership development



Her Promise. Her Path. Her Power.

Experience & Qualifications

- **7+ years** of progressive leadership experience in nonprofit fundraising, development, communications or related fields
- Exceptional relationship-building, communication and presentation skills, with the ability to engage diverse audiences and inspire support
- Demonstrated success securing and stewarding major gifts, managing donor portfolios and personally leading donor solicitations
- Experience developing and leading integrated fundraising, communications and donor engagement strategies
- Experience managing fundraising events, sponsorship programs, institutional funding efforts and donor stewardship initiatives
- Experience supervising staff, consultants, contractors or cross-functional teams
- Strong strategic planning, project management, and organizational skills, with the ability to balance multiple priorities and drive results
- Proficiency with CRM and donor management systems, digital fundraising and email marketing platforms, Microsoft Office Suite, and other cloud-based collaboration and project management tools
- Commitment to WWIN's mission, values and vision for expanding educational opportunity for women across Washington state
- Ability to maintain a regular in-person presence in the Greater Seattle area and potentially travel throughout Washington state as needed to cultivate donors, engage partners, attend events and represent WWIN

About WWIN

Our Vision

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

Our Mission

WWIN provides scholarships and support to help Washington women facing barriers to opportunity succeed in college and careers so they, their families and our communities can thrive.



Her Promise. Her Path. Her Power.

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.

What You'll Experience

- Helping shape the next chapter of growth for a statewide organization with a proven record of impact.
- Serving as a trusted advisor to the Executive Director and a key partner to the Board of Directors.
- Building and stewarding relationships with donors and philanthropic leaders who are investing in educational opportunity for Washington women.
- Leading fundraising and communications strategies that drive measurable organizational growth and mission impact.
- Working in a collaborative, mission-driven environment that values initiative, accountability and continuous learning.
- Seeing the tangible impact of your leadership through the success and achievement of WWIN Scholars and alumnae across WA state.

We seek candidates who are inspired by the determination, resilience and success of the women we serve and who are excited to help expand opportunities for future Scholars. Learn more at www.wwin.org.



Her Promise. Her Path. Her Power.

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 cover letter that answers the following two questions:

1. Describe a fundraising strategy or initiative that you personally led from concept through execution. Include your role, how you engaged others, the results and what you learned.
2. Describe a donor or community relationship that you cultivated over time that resulted in a meaningful outcome. How did you build trust? What specific actions did you take? Why was the relationship successful?

Send materials to careers@wwin.org with the subject line **“Development and Communications Director.”**

Applications will be reviewed on a rolling basis until the position is filled.

17404 Meridian East | Suite F PMB #193 | Puyallup, WA 98375
425-451-8838 | Tax ID 91-1559848

wwin.org 