

JOB TITLE: Development Manager

NATURE OF ORGANIZATION: The mission of Washington Autism Alliance (WAA) is to expand access to healthcare, education, and services for people with autism and other intellectual developmental disabilities across Washington State. Our culture is one grounded in supportive relationship building, teamwork, mutual caring, and dedication to our mission. While we have much to celebrate, our work is far from done. WAA is preparing for an ambitious expansion and this position is essential to our success as we build increasing levels of community engagement, awareness of our work and investment in our mission.

POSITION DESCRIPTION: The ideal candidate is a community collaborator with outstanding communications skills; is results oriented; and comfortable prioritizing tasks as they work on multiple projects to support community engagement and fundraising efforts for the organization. This position requires creative problem-solving, project management, and relationship-building skills. The Development Manager is a key member of the Investments & Partnerships team and is responsible for increasing engagement from individual donors and sharing WAA's incredible story with the greater community, with the ultimate objective of growing WAA's family of supporters. We are looking for ambition, drive and a proactive approach to oversee donor cultivation, major gifts, grant management, and the planning and coordination of all special fundraising and member/donor events.

INITIALLY REPORTING TO: Arzu Forough, CEO/President

Individual Giving (40%)

- Coordinates the revision of the organization's business plan, including articulating organization-wide goals; strategies; milestones; metrics; financial strategy; and staffing & budget projections.
- Shares the Agency's business plan and other key organizational documents with key stakeholders across the state for their advice and feedback.
- Serves as a liaison in support of the outreach, advocacy and relationship building efforts to a carefully identified set of influential leaders in the philanthropy, corporate leadership, government, nonprofit, and community leadership and advocacy spaces.
- Directly oversees a portfolio of approximately 150 current and prospective financial supporters. Ensures that each individual in the portfolio receives continuous, personalized attention and ongoing engagement in furtherance of that individual's relationship with and support of WAA. On average, conducts a minimum of one and an optimum of three personal contacts with current and prospective supporters each business day.
- Ensures direct, efficient, responsive and personalized support for each WAA Board Member to support that Board Members work to establish and build strong and productive relationships with current and prospective partners and investors.
- Oversees the operation of the Office of Investments & Partnerships, including the work of the officers, foundation and corporate relations staff, coordinator and support

staff, vendors and contractors, and others involved with marketing, communication, and outreach.

- Ensures that database protocols and procedures are comprehensive, best practice, and executed with discipline and accuracy. Ensure the donor database is continuously updated so that all information is accurate, up-to-date, and appropriately organized.
- Oversees the recruitment and performance of interns and volunteers to support WAA's outreach efforts.

Corporate Partnership (20%)

- Identifies, builds, and manages relationships with donors, workplace ambassadors, corporate partners, partner agencies, and community organizations.
- Designs and manages annual outreach plan and calendar, working with Family Navigation and Legal Services teams to coordinate organization-wide participation in outreach activities.

Foundation Grants (20%)

- Research Foundations who fund family navigation and legal services
- Participate in funder briefings as required.
- Work closely with Director of Operations and program directors to further refine existing grant making policies and procedures.
- Maintain a submission calendar and ensure timely submission of proposals
- Co-write interim and final grant reports with program staff to capture progress and outcomes

Event Management (10%)

- The Development Manager is the point person for corporate partnerships for WAA's *Day Out for Autism* event. Responsibilities include recruiting event co-chairs, volunteers, and fundraising champions; refreshing Fundraising Champion toolkits; and organizing resource fairs and activities. This work is done in collaboration with Community Engagement Coordinator and Events' Administrative Assistant.
- Work with IP team on WAA's *Night Out for a Cause* gala. Responsibilities include Project management, refreshing partnership collateral, recruiting event co-chairs and key volunteers, securing corporate partnerships, guest development s, and managing procurement of live auction items in collaboration with event consultants

Other (10%)

- Lead and actively participate in weekly progress meetings with the Investments and Partnership(IP) team
- Ensures effective overall administration and sound fiscal management of fundraising goals and objectives.
- Undertakes any secondary tasking and responsibilities deemed necessary to meet

fundraising goals

- Enhances professional expertise through membership in applicable professional organizations and participation in continuing education related to assigned responsibilities.

REQUIRED KNOWLEDGE, SKILLS & ABILITIES:

- Demonstrated knowledge/experience in individual fundraising and solicitations.
- An authentic interest in helping individuals and families affected by autism and related disabilities.
- Excellent organizational and time-management skills.
- Exceptional communication skills: written, verbal and listening.
- Proficient in Microsoft Office/Google docs applications; some experience in graphic design(Canva) is a plus.
- Strong computer and internet skills.
- Solid experience working with integrated Donor Management software (Little Green Light or equivalent) and integrated marketing platform (Mailchimp or equivalent).
- Experience working with social media platforms (LinkedIn, Facebook, Twitter, Instagram).
- Be able to work autonomously and collaborate with a team.
- Must have reliable transportation to attend off-site meetings and events.
- Schedule flexibility to attend occasional evening and weekend events.

APPOINTMENT:

Job Type: Regular, Full-time (40 hours/week)

Benefits: Health, Dental, Vision and Disability insurance, retirement plan, flexible schedule, Paid time off

Compensation: 65,500-75,000

Applicant Instructions : Please send a CV/resume and cover letter which highlights work experience to office@washingtonautismadvocacy.org. At a future date you may be asked to provide at least three letters of reference.