



Investments and Partnerships Coordinator

Location: Kirkland, WA (Hybrid/Remote)

About the Washington Autism Alliance

The Washington Autism Alliance (WAA) is a leading non-profit organization dedicated to advocating for and supporting individuals with Autism Spectrum Disorder (ASD) and their families across Washington State. We provide crucial resources, expert navigation, policy advocacy, and community programs designed to empower families and ensure access to essential services and supports.

Position Summary

The Investments and Partnerships Coordinator is a key relationship-building and resource development role responsible for cultivating and expanding strategic partnerships, securing funding opportunities, and advancing the organization's mission and impact. To excel in this role, candidates should possess experience in fundraising, donor relations, partnership development, or a related field, coupled with a strong understanding of nonprofit resource development and stakeholder engagement. The role requires exceptional communication, relationship-building, and organizational skills, which are essential for cultivating funders, managing partnerships, and identifying opportunities for collaboration and investment. These skills are fundamental to securing financial and in-kind resources, strengthening community relationships, and supporting the organization's long-term growth and sustainability.

Key Responsibilities

Relationship Management & Outreach

- Share the Agency's goals and strategies with key stakeholders across the state, soliciting their advice and feedback.
- Serve as a liaison, supporting the outreach, advocacy, and relationship-building efforts of the CEO with influential leaders in government, nonprofit, community leadership, and advocacy.
- Cultivate and steward a portfolio of approximately 75 current and prospective financial supporters and/or community partners, encompassing 150 constituents, by the end of the first year. Provide continuous, customized attention and engagement to each organization.

- Maintain a high level of contact with current and prospective supporters, averaging a minimum of one and an optimum of three personal contacts per business day.
- Provide direct, efficient, responsive, and personalized support to the CEO in establishing and building strong relationships with current and prospective civic partners and investors.
- Represent the organization at tabling and stakeholder events.

Fundraising & Development

- In collaboration with the Investments and Partnerships team, raise 1x your salary in new funding by the end of the first year.
- Work with the Annual Funds Coordinator to ensure that each partner receives customized follow-up reports detailing the use of funding and the benefits created.
- Manage the donor management system, ensuring consistent and accurate data entry, gift reporting, donor acknowledgment, fundraising reports, and troubleshooting database issues.
- Assist in scheduling meetings with prospective and current supporters.
- Complete deliverables with a hands-on approach, including drafting letters and emails, and other tasks necessary to effectively lead fundraising efforts.
- Report to management staff, creating reports that demonstrate fundraising progress and the effectiveness of current and past campaigns.
- Contribute to the production, distribution, and analysis of bi-weekly and monthly pipeline reports summarizing the relationship stage and activity levels with all current and prospective partners and supporters (foundations, government agencies, and other institutions).
- Support the implementation of Investments & Partnerships office planning efforts, including policies and procedures, and goal implementation.

Administrative & Event Management

- Perform basic administrative duties such as filing, data entry, and maintaining a filing system.
- Manage contact reports with current and prospective partners and investors, ensuring timely entry (within 24 hours) according to office policy.
- Maintain the donor database with accurate and well-organized information.
- Manage two significant annual events: serve as the internal point person for the Events

Associate for the Fundraising Gala and the Day Out for Autism event.

- Assist in managing major events, including donation and sponsorship procurement, guest development, recruiting committee chairs and volunteers, and project coordination.
- Attend resource fairs, festivals, and other public events as needed.
- Other duties as assigned.

Qualifications

Required

- Bachelor's degree in a related field (e.g., Nonprofit Management, Business Administration, Communications, Public Relations).
- Minimum of 2-3 years of experience in fundraising, partnership development, donor relations, or a related field, with demonstrated success securing funding and cultivating stakeholder relationships.
- Experience managing events, sponsorships, volunteers, and partnerships across nonprofit, government, and community sectors.
- Strong understanding of fundraising strategies, donor stewardship, and resource development best practices.
- Exceptional written, verbal, and relationship-building skills, with the ability to engage diverse audiences and stakeholders.
- Highly organized and self-motivated, with the ability to manage multiple priorities and meet deadlines independently.
- Proficiency with donor management systems, data tracking, reporting, Google Workspace, and Microsoft Teams.
- Commitment to the organization's mission, values, and community impact.

Preferred

- Experience working in the nonprofit sector.
- Knowledge of the specific issues the organization addresses.
- Familiarity with the local philanthropic landscape.

Appointment and Compensation

- **Job Type:** Full Time - 40 hours

- **Hourly Rate:** \$26.44-\$28.85/hour
- **Annual Salary:** 55K-60K

To Apply

Interested applicants should send a resume and cover letter summarizing relevant professional, academic, and volunteer experiences and desired salary to hr@washingtonautismadvocacy.org.