



## **Investments and Partnerships Manager**

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 Manager is a senior leadership role responsible for developing, leading, and implementing comprehensive resource development, fundraising, and strategic partnership initiatives that advance the mission and long-term sustainability of the Washington Autism Alliance. Working closely with the Chief Executive Officer (CEO), Board of Directors, staff, volunteers, and community stakeholders, the Manager will lead efforts to cultivate and secure philanthropic investments from individuals, corporations, foundations, government entities, and community partners.

The Manager serves as a strategic advisor to organizational leadership on fundraising, philanthropy, donor engagement, and partnership development. This role is responsible for managing a portfolio of major donors and institutional investors, overseeing fundraising operations and systems, identifying new funding opportunities, and fostering a culture of philanthropy throughout the organization.

Success in this role requires a demonstrated track record of securing major gifts, developing strategic partnerships, leading fundraising programs, managing stakeholder relationships, and achieving ambitious revenue goals.

### **Key Responsibilities**

#### **Strategic Leadership & Resource Development**

- Develop and execute a comprehensive investments and partnerships strategy aligned with organizational priorities and growth objectives.
- Lead all fundraising initiatives, including major gifts, corporate sponsorships, foundation grants, government funding opportunities, annual giving, planned giving, and special

campaigns.

- Collaborate with the CEO and Board of Directors to establish annual and multi-year fundraising goals and revenue targets.
- Provide strategic guidance on donor cultivation, stewardship, and engagement practices.
- Monitor fundraising performance and key metrics, adjusting strategies to maximize impact and revenue growth.
- Identify emerging funding opportunities and trends within the philanthropic and nonprofit sectors.

### **Relationship Management & Partnership Development**

- Manage and grow a portfolio of major donors, institutional funders, corporate sponsors, and strategic community partners.
- Cultivate, solicit, and steward relationships with high-capacity individuals, foundations, corporations, and government agencies.
- Serve as a key ambassador for the organization with community leaders, elected officials, business leaders, and philanthropic investors.
- Partner with the CEO and Board members on donor engagement strategies and major gift solicitations.
- Build and strengthen partnerships that expand organizational visibility, influence, and community impact.
- Develop customized engagement and stewardship plans for major supporters and strategic partners.

### **Fundraising Operations & Revenue Growth**

- Oversee all fundraising systems, processes, reporting, and donor management practices.
- Ensure accurate tracking of donor engagement activities, revenue performance, pipeline development, and fundraising outcomes.
- Lead prospect identification, qualification, cultivation, solicitation, and stewardship efforts.
- Develop and review major gift proposals, grant applications, sponsorship packages, and investment opportunities.
- Establish and maintain fundraising dashboards and pipeline reports that track donor activity, opportunities, and revenue projections.
- Ensure timely donor acknowledgments, impact reports, and stewardship communications.

### **Board Engagement**

- Serve as a trusted advisor to the CEO and Board on fundraising strategy and philanthropic best practices.
- Support Board members in donor cultivation, solicitation, and stewardship activities.

- Assist with Board development initiatives related to fundraising capacity and engagement.
- Foster a team-oriented culture of philanthropy across staff, volunteers, and stakeholders.

### **Events & Community Engagement**

- Provide strategic oversight for major fundraising events, sponsorship initiatives, and community engagement activities.
- Support event planning efforts, sponsorship procurement, donor cultivation activities, and volunteer engagement.
- Represent the organization at community events, conferences, and stakeholder meetings.
- Leverage events and community partnerships to strengthen donor relationships and increase philanthropic support.

### **Management & Organizational Development**

- Supervise and mentor Investments & Partnerships team members, providing coaching, performance management, and professional development support.
- Establish clear goals, performance measures, and accountability systems for fundraising staff.
- Contribute to organizational planning, budgeting, and strategic decision-making processes.
- Maintain current knowledge of philanthropy, nonprofit management, fundraising trends, and relevant regulations.

### **Qualifications**

#### **Required**

- Bachelor's degree in Nonprofit Management, Business Administration, Communications, Public Relations, Marketing, or a related field, or equivalent combination of education and experience.
- Minimum of 5-7 years of progressive fundraising, development, partnership development, or nonprofit leadership experience.
- Demonstrated success securing major gifts, corporate sponsorships, grants, and other philanthropic investments.
- Experience managing donor portfolios and cultivating relationships with high-capacity donors and institutional funders.
- Proven leadership experience supervising staff, volunteers, or cross-functional teams.
- Strong understanding of fundraising strategy, donor stewardship, relationship management, and nonprofit resource development.
- Experience working with Boards of Directors and volunteer leadership.
- Exceptional written, verbal, presentation, and interpersonal communication skills.

- Experience utilizing donor management systems, fundraising databases, reporting tools, Google Workspace, and Microsoft Teams.
- Ability to analyze fundraising metrics, develop reports, and make data-informed decisions.
- Commitment to the mission, values, and community impact of the Washington Autism Alliance.

### **Preferred**

- Certified Fund Raising Executive (CFRE) credential.
- Demonstrated success securing six- and seven-figure gifts from individuals, corporations, foundations, and institutional funders.
- Experience leading capital campaigns, comprehensive fundraising campaigns, or large-scale resource development initiatives.
- Knowledge of Washington State's philanthropic landscape and nonprofit sector.
- Experience implementing fundraising technologies, donor management systems, and development operations best practices.
- Track record of building high-performing teams and developing future leaders.
- Experience working within disability advocacy, healthcare, education, family support services, or related nonprofit sectors.

### **Appointment and Compensation**

- **Job Type:** Full Time - 40 hours
- **Hourly Rate:** \$33.65-\$37.50/hour
- **Annual Salary:** 70K-78K

### **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](mailto:hr@washingtonautismadvocacy.org).