



Guided by the belief that every woman is worthy, WWIN empowers women in Washington State to achieve economic stability through higher education and living wage careers. Please visit our website for more information about our 27 year history and programs at www.wwin.org.

Job Title:	Development Manager	Job Location:	Kirkland, WA and Remote
Reports To:	Executive Director	Direct Reports:	Volunteers
Hours Per Week:	20-30	Classification:	Part Time
Compensation:	DOE		

Job Description: WWIN is hiring a Development Manager to lead our individual, corporate and foundation relations activities. We are seeking candidates who are inspired by our mission of empowering women and can communicate our program vision and impact to the community. Qualified candidates will have experience working with Board member volunteers and committees in securing gifts. This is a role that requires a high level of coordination and organization. WWIN has an incredible team of staff and volunteers ready to embrace a qualified and highly motivated fundraising professional.

Responsibilities:

Major Gifts and Moves Management

1. Oversee the major gifts / moves management program to increase the number and size of gifts over time. This includes being the staff lead and support to a Board level Major Gifts Committee.
2. Identify, cultivate, solicit and participate in strategy development and stewardship of selected major gift prospects.
3. Work closely with the Board of Directors and additional volunteers to support their involvement with the moves management process.

Institutional Giving

1. Oversee the corporate sponsorship program and steward strategic relationships with corporate funders and sponsors.
2. Manage the identification, cultivation, and stewardship of foundation support, and work with the Program Director to ensure that grant requirements are met and reported.
3. Oversee the Program Manager's completion of grant applications and written proposals, as needed.
4. Attend corporate and community events representing WWIN and publicly speaking on behalf of WWIN.

Qualifications:

- Demonstrated success in personally securing multiple major gifts (\$10,000+) from individuals, foundations and corporations.
- Proven success in implementing a comprehensive giving program including major gifts, annual giving, events, grants and corporate sponsorships.
- Excellent communication skills including verbal, writing and presentation skills; experience in public speaking and promotional writing.
- Excellent organizational skills with strong attention to detail.
- Strong time-management skills.
- Experience creating project plans and managing tasks and resources according to plan.
- Creative problem-solver, flexible and adaptive to a fast-paced working environment.
- Demonstrated commitment to the mission of WWIN.

Experience/Education:

- Bachelor's Degree minimum in a related field, fundraising certificate a plus.
- A minimum of 5 years of experience in similar roles of increasing responsibility in development for non-

profit organizations.

- Experience managing donor databases or contact management systems.
- Must be proficient with all Microsoft Office software.

How to Apply:

Please submit resume and cover letter to mnitz@wwin.org