



**Nonprofit Association  
of Washington**

## **Job Announcement: Development Director**

### **Position Summary**

Nonprofit Association of Washington (NAWA) is looking for a talented, ambitious, and collaborative Development Director. This position will work to build partnerships with people and organizations who share our vision of creating healthy, economically vital, and civically engaged communities via strong nonprofits.

This is a new position, and a part of the job will be establishing new ways of approaching fundraising and systems to support it. As part of the Leadership Team at NAWA, the Development Director will serve a key role in helping to convene nonprofit organizations across Washington State to learn, advocate, and collaborate so that nonprofits can achieve their missions. Strong candidates will bring a proven commitment to racial equity as well as strong community organizing and problem-solving skills.

The Development Director is a senior leadership position, partnering with the Executive Director and other staff on revenue development with an emphasis on donor and membership development, event sponsorships, and writing for private grants and government contracts. This position requires an entrepreneurial and creative approach to grow the organization's revenue by identifying partners who believe in our work as capacity builders and advocates for the nonprofit sector.

### **Key Responsibilities**

#### **1. Fund Development**

- Create and implement a fund development strategy that includes individual donors, grants, membership, and sponsorships (~\$1.5 million current operating budget).
- Create a stewardship program to support the fund development strategy.
- Work collectively with the team to develop a fundraising-friendly team at NAWA.
- Create and implement processes for donation tracking, grant funding and reporting as well as sponsorship solicitation.

#### **2. Communications**

- Develop and drive robust communications strategies across channels and platforms and produce external communications in collaboration with our staff.
- Supervise and mentor the Marketing Specialist to implement robust communications strategies to diverse constituents.

#### **3. Community Engagement & Membership Development**

- Expand our network of members and partners, including reaching underserved BIPOC and rural communities.

- Develop creative, revenue-generating partnerships with for-profit partners, community foundations, and others.
- Audit and evaluate current NAWA membership program; create multi-level changes as needed.
- Create and implement innovative and engaging membership recruitment and renewal strategies.
- Supervise and mentor the Community Engagement Manager to build relationships with community partners across Washington State to achieve common goals.
- Supervise and mentor Membership Manager to develop and implement strategies to expand membership.

#### **4. Strategy and Leadership**

- Participate in the organization's Leadership Team.
- Continually learn and operate at a high level in an ever-changing market, keeping up with fundraising trends and community engagement best practices.
- Participate in key decisions around organizational priorities, how we position ourselves in the capacity-building field, and what funding we choose to pursue.
- Support cross-department projects, proposals, and partnership opportunities.
- Contribute to NAWA's transformation into an anti-racist, inclusive organization.

#### **5. Contribute to a Strong Organization**

- Contribute to the visibility of the organization by representing NAWA at events.
- Bring ideas from events, meetings, etc. back to the organization to contribute to our ongoing effort to understand and support nonprofits in Washington.
- Promote NAWA membership.
- Support NAWA's advocacy work.

### **Desired Qualifications**

If you possess some of the qualifications below and have a strong interest in learning about the other areas of the job, we encourage you to apply.

- Experience in and passion for the nonprofit sector.
- Experience working on a fundraising team, leading a fundraising team, or working on a fundraising team with a membership model.
  - Experience with grants, contracts, memberships, sponsorships, general donors, community speaking, and representation at events.
- Supervisory experience.
- Ability to work on a small and strong team.
- Commitment to collaboration.

#### **General Skills and Requirements for all NAWA Staff**

- Commitment to our mission.

- Excellent customer service skills.
- Effective and flexible communication skills.
- Demonstrated commitment to racial equity.
- Proficiency in Office Suite (Word, Excel, PowerPoint, Outlook) and experience with CRM databases, email engagement platforms, event management systems, and project management software. We currently use Salesforce, MailChimp, WordPress, Promoter, and Asana – equivalent transferrable skills from other systems are welcome.
- Ability to handle multiple tasks, projects, and priorities effectively and professionally.
- Ability to occasionally travel within Washington State.

## Additional Information

Location: Seattle Office or work from home from another Washington State location  
Some travel required, primarily within Washington State

FLSA Classification: Full-time, Exempt

Starting salary range: \$83,000-\$93,000

Supervisor: Executive Director

Starting Benefits: Three weeks annual vacation leave, 12 days of sick time, and 12 paid holidays per year, plus a paid office closure from Dec 26 to Dec 31. \$725/month toward a cafeteria plan of health coverage including medical, dental, and vision insurance as well as various long & short-term disability and other options. \$50/month each (\$100 total) reimbursement for use of personal cell phone and internet for work purposes. Progressive benefits include a 6-week paid sabbatical leave after five years.

## How to Apply

**Submit your cover letter and resume as pdfs online to <https://bit.ly/3FFAk5V>. The preferred deadline for resumes is March 1, 2024. The position will remain open until filled.** Please name your documents *First Name\_Last Name cover letter* and *First Name\_Last Name resume*.

NAWA is an equal opportunity employer. We strive to create an inclusive and equitable workplace and encourage applications from people of all backgrounds.

## About NAWA

NAWA convenes a powerful network of nonprofit organizations across Washington State to learn, advocate, and collaborate so that nonprofits can achieve their missions. Stronger nonprofits contribute to healthy, collaborative, economically vital, and civically engaged communities.

NAWA has a staff of 12 and an annual budget of \$1.5M. We have a robust learning program offering up to 100 learning events annually, ranging from short webinars to the multi-day Washington State Nonprofit Conference. Our policy advocacy program organizes nonprofits to raise their voices for policy changes that benefit the nonprofit sector and the people we serve. We connect nonprofit leaders for networking, learning, and collaboration.

NAWA has a strong commitment to equity and inclusion, and respect for regional differences. We believe that diversity of experience, perspectives, and background on our staff team will lead to a better environment for our employees and stronger nonprofits across Washington. Our organizational culture is fast-paced, entrepreneurial, and results-oriented. We value and support learning and professional growth and offer flexible hours and remote work options. Learn more at [www.nonprofitwa.org](http://www.nonprofitwa.org)