



# DEVELOPMENT OFFICER, INDIVIDUAL GIVING JOB DESCRIPTION

## BASIC INFORMATION

**Job Title:** Development Officer, Individual Giving

**Status:** Full Time, Exempt

**Place of Performance:** Seattle, Washington

**Travel Requirements:** Limited (<20%) overnight travel via air or personal vehicle required

**Supervisor:** Chief Development Officer

**Direct Reports:** None

## POSITION SUMMARY

Young people grow up in Washington surrounded by a thriving science, technology, engineering, and math (STEM)-based economy, yet they don't always receive the support they need to participate. Washington STEM is a nonprofit committed to advancing equity, excellence, and innovation in STEM education for all students in Washington state, with an emphasis on students of color, girls, low-income, and rural students - students who are more likely to face disparities.

The Development Officer (DO) is a new and key role on a four-member team, collectively tasked with generating more than \$6 million annually for the organization. Washington STEM is in its sixth year of operation, and our fundraising program, particularly individual giving, is new and growing. The DO will be responsible for developing and implementing organizational strategies to build and provide continuous growth in annual revenue from individuals. This is a front-line fundraising position that will significantly contribute to our annual revenue goals. We are seeking someone who demonstrates individual initiative as well as the ability to work collaboratively as part of a team.

While the DO will be responsible for overall oversight, planning, and implementation of Washington STEM's individual giving program, their primary focus will be on major gift work. He/she will be responsible for building and growing an active and dynamic portfolio of individuals, with capacity to give from \$1,000 to \$1,000,000 over time, and managing a limited annual giving program aimed at building the major gift pipeline. The DO may be responsible for managing contractors as appropriate. The DO will also provide support for the CEO and Leadership Team in their donor management including creating customized cultivation and stewardship plans.

## ESSENTIAL DUTIES AND RESPONSIBILITIES

- Design and implement strategies to identify, cultivate, solicit, close, and steward individual giving support for Washington STEM

- Help build a culture of philanthropy across the organization and include peers and natural partners to ultimately ensure donor retention and funding objectives are achieved
- Plan and monitor a rigorous schedule of activities and contacts for individual donors and prospects, including impact reports, cultivation and stewardship activities, and coordination with appropriate staff
- Maintain communications that highlight the impact of financial gifts, encourage engagement, and increase support
- Build, manage, and monitor all appeal campaigns including online giving initiatives
- Prepare briefings in preparation for Leadership Team participation in meetings with donors and prospects, and partner on engagement strategies with top prospects managed by the CEO and Chief Development Officer
- Provide language (such as drafting emails and other correspondence) for cultivation and stewardship partners
- Contribute to organizational strategy across the development portfolio
- Work collaboratively with program, communication, and finance staff to create compelling proposals which match the funders' objectives with the needs of Washington STEM
- Maintain donor records within the organizational database as well as the department's digital files
- Other duties as assigned

## QUALIFICATIONS AND EXPERIENCE

### Education and Work Experience:

- Minimum 3-7 years of demonstrated success and comfort stewarding and soliciting individual donors in person
- Experience in setting and meeting fundraising goals
- Basic accounting and aptitude with numbers; ability to coordinate budget needs with finance
- Prior experience working with multiple teams

### Management & Communication:

- Strong professional writing skills, with emphasis on creating compelling appeals and donor-centered communications
- Excellent oral communications
- Strong organizational and interpersonal skills
- Ability to organize and set clear expectations for tasks and deliverables
- Ability to work effectively under pressure and to handle a heavy, diverse workload
- Strong analytical and problem-solving skills

#### Work Environment:

- Thrive in an intense, do-it-yourself start-up environment
- Ability to work well within a cross-functional team environment
- Normal office environment with moderate noise levels from standard office equipment; occasional lifting of up to 20 lbs; regular walking, sitting, bending, twisting, and reaching; ability to perform consistent work on PC required
- Ability to work occasional evenings and weekends

#### Technical:

- Demonstrated proficiency using diverse technology platforms, programs, and services, including Microsoft Office and online meeting tools, such as GotoMeeting
- Experience with databases or spreadsheets required

### BENEFITS

- Competitive salary commensurate with experience
- Health, dental, vision, Rx, long-term disability, short-term disability, and life insurance
- Paid time off and holidays
- Matching 401(k)

### HOW TO APPLY

Washington STEM is a proud equal opportunity employer committed to an inclusive work environment and to building a team that reflects the rich diversity of our community. People of color, people with disabilities, and people of diverse sexual orientations, gender expressions and identities who are underrepresented in the field of philanthropy are encouraged to apply.

Compensation for this role is competitive. The salary level will be commensurate with candidate experience.

Manager salary range: \$58,627 to \$87,940

Director salary range: \$74,855 to \$112,282

Anyone interested in the position is encouraged to apply early in the process. To apply, please send a cover letter and resume to Kris Williams at [kwilliams@resourcefulhr.com](mailto:kwilliams@resourcefulhr.com).