



## Job Opportunity: Fund Development Manager

The Coalition Ending Gender-Based Violence (formerly the King County Coalition Against Domestic Violence) is seeking a talented individual to join our small, dynamic, collaborative team, based in Seattle. As the agency's only dedicated fundraising professional, the Fund Development Manager will lead and implement all aspects of the Coalition's growing donor development and communications efforts. This is a great opportunity for someone with an understanding of non-profit fundraising and a strong interest in social justice issues, looking for a leadership position with a great degree of creativity, influence, and autonomy.

### **About the Coalition**

The Coalition works to end gender-based violence and promote equitable relationships through collective action for social change. In partnership with our 40 member agencies, we lead collaborative efforts in King County, Washington that: expand and improve services for survivors of sexual and domestic violence, promote laws and policies that support survivor safety and self-determination, raise public awareness about the issue, and prevent gender-based violence. In addition, we work to ensure that that regional anti-violence efforts are centered in the context of a larger movement for racial, economic and social justice.

### **About the Position**

The Fund Development Manager (FDM) plans, leads, and oversees all aspects of the Coalition's development strategy, guided by our development plan. This position is responsible for guiding and collaborating on fundraising efforts that, in 2019, raised just over \$100,000 from approximately 200 donor households. The scope of fundraising including individual donor development and stewardship, corporate and foundation giving, and event planning and execution. The FDM will:

- Help recruit members for, and staff, the Fundraising Strategy Committee.
- Engage in day to day administrative fundraising tasks (ie database maintenance and donor acknowledgment).
- Develop and disseminate regular reports, newsletters, email messages, and other communications.
- Work closely with the Board to train and engage them in values-driven fundraising activities.
- Cultivate and solicit support, and develop long-term relationships with key donors, Coalition members, sponsors, and foundations.

- Oversee regular and consistent messaging and communications with donors, members, and the public, including oversight of the agency's website, press releases, newsletter, and annual report.
- Collaborate with the Fundraising Strategy Committee and Executive Director to develop a Fund Development Plan, including setting annual and long-range goals for fundraising, and evaluate performance against this plan.

The FDM works in collaboration with the Executive Director, Board, Fundraising Strategy Committee, and Coalition staff.

**The ideal candidate will:**

- Have a passion for gender, racial, economic and social justice, along with a commitment to the Coalition's mission, vision, and values.
- Possess knowledge of non-profit fundraising techniques and strategies and an enthusiasm for raising funds to further the Coalition's mission in a values-aligned manner. Experience working in non-profit fund development preferred (volunteer or paid)
- Be highly organized, have excellent written and oral communication skills, be well versed in MS Word and Excel, database management (Salesforce experience a plus), social media, and electronic marketing systems.
- Be collaborative, efficient, enthusiastic, and flexible, and comfortable working in an informal office environment with dedicated, hard-working, opinionated, irreverent, fun, flexible, quirky people!

For a full job description, click [HERE](#) .

**Compensation and Benefits**

The position is full time, non-exempt, with flexible hours and a high degree of autonomy. The annual salary is \$55,620 – \$60,775, with full medical/dental/vision, and retirement benefits, plus generous leave time. Qualified Candidates desiring less than full time work at a prorated salary may be considered.

**To Apply**

To apply, please email a cover letter (no more than 2 pages) and resume to [job@endgv.org](mailto:job@endgv.org) .

Position open until filled. Applications will be considered as soon as they are received; a first screening will likely occur on February 18, 2020. Anticipated start date is early to mid-April, 2020 to allow for overlap with the person currently in the position.

To learn more about the Coalition Ending Gender-Based Violence and our work, please visit our website at [www.endgv.org](http://www.endgv.org).