



DEVELOPMENT MANAGER

Posted on September 15, 2021

Position: Development Manager

Reports to: Executive Director

Location: 451 SW. 10th St. Renton, WA 98057

Position type: Full Time, Exempt

Salary: \$60,000 - \$70,000 Annually

Start date: November 2021

THE OPPORTUNITY

The Renton Innovation Zone Partnership (RIZP) is hiring for a Development Manager with a successful track record of creating impact through sustainability. This position will join a small, but mighty team in a fast-paced environment and will work to build sustainability for families and communities in the Renton Highlands and Skyway neighborhoods. Through this work, the position will partner with community-based organizations, government entities, families, the Renton School District and other stakeholders to bring donor and fundraising strategies to life. This is a great opportunity for someone who enjoys grassroots community building and building up historically underserved communities.

WHO WE ARE

The Renton Innovation Zone Partnership's mission is to lead a relationship-based, data informed collaborative network to advance racial equity and create healthy learning opportunities for all children throughout the Renton Innovation Zone. We support strategies for basic needs, community/family engagement and early learning resources for families and students who reside in the Skyway and Renton Highlands communities. The majority of families and students who reside in RIZP neighborhoods identify as students/families of color. These residents live in an unincorporated area of King County and are limited in resources and available opportunities for just about anything.

Through collaborative efforts, the RIZP works with partners and community-based organizations to bridge these gaps, and to assist in improving educational equity. With much opportunity to expand, this work is primarily focused within four elementary schools within the Renton School District (RSD): Lakeridge, Campbell Hill, Bryn Mawr and Highlands.

As of September 2019, the RIZP has joined RVC Seattle as an Operations Support Partner for fiscal sponsorship.

SUMMARY

The Development Manager is responsible for overseeing all fundraising initiatives and activities of the organization. This person will develop and implement a comprehensive fundraising plan that encompasses the direction and strategy for all fundraising activities.



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This person will develop an annual giving plan including cultivating and maintaining relationships with new and existing donors and supporters, increase local business support, corporate sponsorships, build and manage a major gifts program, and oversee grant management including researching and writing grant proposals & providing evaluation reports. Working alongside the Assistant Director of Communications, the Development Manager will build and maintain an online donor database, manage annual fundraising events, and other fundraising initiatives. We are a young organization, so there are a lot of necessary systems to build.

RESPONSIBILITIES

- Develop and lead implementation of comprehensive fundraising plan
- Develop long-term relationships with donors and potential donors including research, identification, developing the case for giving, and relationship cultivation.
- Establish and implement an annual grant calendar, tracking funding decisions of submitted proposals
- Create, maintain and report on the different fundraising statistics as determined by the fundraising plan
- Establish and manage a fundraising database that tracks funding goals
- Establish fundraising principles within a Collective Impact framework
- Lead capacity building strategy for partner organizations to fundraise
- Lead fundraising efforts for RIZP action team work plans
- Track outcomes and provide reports to funders, with support from RIZP team
- Support and help grow RIZP's brand awareness while acquiring new and recurring donors
- Analyze trends in fundraising, identifying opportunities and challenges, and develop strategies to ensure goals are met.
- Send thank you cards, Tax Receipts and other possible donor gifts to all monthly/annual donors
- Research and develop funding proposals for charitable foundations, corporate charitable funds, service clubs, and other similar funds.

MINIMUM QUALIFICATIONS

- Someone with direct ties and/or familiarity with the RIZ neighborhoods of Skyway or Renton Highlands.
- Someone who has the skills and experience to do the above work well.
- Someone with at least five years of experience in nonprofit fundraising.
- Candidate must be flexible and adaptable and enjoy helping to develop systems and structures.
- The position requires an individual with strong skills in strategy, planning, donor cultivation, management, organization, supervision, oral and written communication, and strong knowledge of development databases and systems.
- Candidate must be able to thrive in a start-up setting, be able to work with minimal supervision, have a good sense of humor, and be able to work with several diverse teams.
- Candidate must be able to work some evenings and weekends.
- Ability to lift 50lbs
- Reliable transportation for occasional pick up of donated materials from organizations and other emerging pick ups.
- This person must reside in Washington state by time of hire



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COMPENSATION

This is a full-time, exempt position. \$60,000-\$70,000, DOE. This job offers an opportunity to empower communities of color and cultivate the next generation of leaders. You will be challenged often, pushed to the limit, learn a bunch, be on the cutting edge of equity and community engagement work, have a lot of fun, be frustrated on occasions, inspired frequently, and make a huge difference.

BENEFITS

23 days paid time off, 11 paid holidays, flexible, family-friendly schedule, medical (zero-deductible HMO and PPO options), dental, vision, short- and long-term disability, life, and AD&D insurance, with the employer covering over 90% of the costs of the insurance package. Retirement package. Transit benefit (Orca card Business Passport) is also available. This is a hybrid position, working both from home and the RIZP office.

CLOSE DATE

Application deadline is **5:00pm (Pacific Time) on Friday, October 15, 2021**, but the position will remain open until filled.

TO APPLY

- Email:** • riz@rizpartnership.org
- Subject Line:** • "Development Manager" [APPLICANT - FIRST NAME LAST NAME]
- Body of email:** • Include where you learned about this position
- Submit a cover letter and resume (both combined into ONE Word or PDF document)
 - Cover letter elaborating on your experience and why you are qualified for this position

QUESTIONS

Ryan Quigtar
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For more about the Renton Innovation Zone Partnership, visit www.rizpartnership.org