



## DEVELOPMENT MANAGER

*Re-posted on December 10, 2021*

**Position:** Development Manager

**Reports to:** Executive Director

**Location:** 451 SW. 10th St. Renton, WA 98057 (Hybrid virtual and in-office options)

**Position type:** Full Time, Exempt

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

**This Position Will Remain Open Until Filled**

### 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 the RIZP to support families and communities in the Renton Highlands and Skyway neighborhoods. This position will partner with community-based organizations, government entities, families, the Renton School District and other stakeholders to bring 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. In February of 2022, we will formally launch our new Middle School Transition strategy, working with Dimmitt and McKnight Middle Schools.

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 to support the mission and vision of RIZP, creating healthy learning opportunities for our students and families. This person will identify new and strategic partnerships to create sustainable funding opportunities to grow the RIZP portfolio across all channels and challenge donors to look at funding differently. Through your work, we will

## RESPONSIBILITIES

- Build and lead implementation of a community-centric fundraising plan for the RIZP, including but not limited to: grant writing, individual donors, events, charitable and corporate foundations, volunteer management, sponsorships and in-kind donations
- Develop strategies for identifying, cultivating and stewardship of new donor relationships and managing existing relationships with support from the RIZP team.
- Research and develop funding proposals for charitable foundations, corporate charitable funds, service clubs, and other similar funds
- Implement effective planning processes for strategy and budget development and management, goal setting, metrics, reporting and evaluation of results with support from the RIZP team
- In collaboration with the RIZP team, track outcomes as related to funding requirements and long-term outcomes
- Lead capacity building strategy for partner organizations to support sustainability
- Collaborate with action team co-chairs and partners to lead donor and funder cultivation and stewardship, to sustain action team work plan strategies
- Establish fundraising principles within a Collective Impact framework
- Manage acknowledgement letters, tax receipt process and donor appreciation gifts

## QUALIFICATIONS

- Have at least four years of experience in nonprofit fundraising and development
- Successful experience raising at least six-figures annually
- Experience with fundraising and communicating with funders through a racial and social justice lens
- Ability to interact with current and prospective donors in person and virtually
- Ability to clearly communicate with team members in different roles
- Ability to build and implement new systems and structures
- Outcome-oriented, with the ability to responding changing circumstances and priorities
- The position requires an individual with strong skills organization, oral and written communication, and strong knowledge of development databases and systems



## DEVELOPMENT MANAGER

- Candidate must be able to thrive in a start-up setting, be able to work with minimal supervision and manage multiple projects simultaneously
- This position 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 resource procurement

### CANDIDATES WITH THESE ADDITIONAL QUALIFICATIONS ARE STRONGLY ENCOURAGED TO APPLY:

- Connection to the RIZ neighborhoods of Skyway and/or Renton Highlands
- Representative of the diverse communities within the RIZ neighborhoods
- Proficient in another language other than English

### 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.

### 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, *Executive Director*  
Rquigtar@rizpartnership.org

**This Position Will Remain Open Until Filled**

**For more about the Renton Innovation Zone Partnership, visit [www.rizpartnership.org](http://www.rizpartnership.org)**