



Job Description: Development Manager

ABOUT THE POSITION: We are seeking a passionate, team-oriented, and results-driven Development Manager to help lead our successful fundraising efforts. This position is part-time and one of several team members who shape, drive, and achieve shared fundraising goals. This individual is integral to our team effort to develop and implement strategies to increase annual donations, expand our donor base, and cultivate long-term donor relationships. This individual will join a team including our Grant Writer, Communications Manager and Chief Operating Officer. The Development Manager partners closely with and reports to the Chief Operating Officer.

ABOUT OUR SCHOOL: Located in the Seattle area, Northwest School for Deaf and Hard-of-Hearing Children (NWSDHH) is a national leader in the education of deaf and hard-of-hearing (D/HH) students using simultaneous oral English and Signing Exact English (S.E.E.). Dedicated to successful research-based practices, the school provides a nurturing educational environment for children who are deaf or hard-of-hearing, offering superior education while fostering spoken language and listening skills through the use of S.E.E.

DUTIES AND RESPONSIBILITIES:

- Partner with our team to raise \$800K - \$1M annually
- Provide leadership and collaboration to the creation of development plans
- Design and implement annual giving campaigns (direct mail, email, social media, and face-to-face solicitations)
- Build on our effective donor retention and acquisition efforts
- Develop compelling messaging, including appeal letters, brochures, and online content
- Manage, update and maintain donor database
- Create monthly fundraising dashboards and donor reports as needed
- Lead prospect research efforts; identifying new prospects and opportunities to deepen existing relationships
- Implement moves management system to identify, cultivate, and solicit mid-level donors
- Provide input to the creation of annual major donor stewardship calendar and support Chief Operating Officer in their work with these donors
- Organize and oversee occasional fundraising events, including donor site visits, small-scale fundraising and appreciation gatherings
- Remain current on best practices locally and nationally
- Analyze giving trends and donor behavior to inform fundraising strategies
- Coordinate donor volunteers (including on-campus group events and individual volunteer experiences)

Preferred Experience and Skills:

- 3-5 years of experience in fundraising, with a proven track record of meeting and exceeding goals
- Bachelor's degree in Nonprofit Management, Marketing, Communications, or commensurate experience in related field
- CFRE (Certified Fundraising Executive) certification
- Strong understanding of fundraising principles and best practices
- Excellent written and verbal communication skills, with the ability to craft persuasive fundraising messages
- Proficiency in donor management software (e.g., Raiser's Edge, DonorPerfect, etc.)
- Experience with data analysis and reporting to drive fundraising decisions
- Passion for education, equity and creating opportunities for deaf/hard-of-hearing children
- Willingness to learn or basic knowledge of sign language; preferably S.E.E.

Position Details:

This position is year-round, part-time (.6 FTE, 24 hours/week).

Salary & Benefits: \$42,000 - \$48,600 annually. Very generous paid time off, select school breaks, health/dental/vision benefits, 5% retirement matching contribution and free parking.

APPLICATION

To apply, please submit a resume and a cover letter to: Sara Reyerson, Chief Operating Officer, via email to s.reyerson@northwestschool.com. Please make your subject line "Development Manager."

Northwest School for Deaf and Hard-of-Hearing Children is an equal opportunity, affirmative action employer. All candidates will be evaluated on a merit basis.