



Position: Fundraising and Donor Engagement Manager (FDEM)

Job Type: FT/40hrs

Status: Exempt

Reports to: Executive Director

Hours: M-F 8am-5pm or 8:30am-5:30pm

Work Site: Seattle, Washington-Hybrid

Salary Range: \$72,800-\$83,200 DOE

Benefits: Medical, Dental, Vision, 403(b) Retirement Plan, PTO, Holiday Pay

Role Description

As an indispensable support to Stolen Youth's team, the **Fundraising and Donor Engagement Manager (FDEM)** plays an integral role in working closely with the Executive Director (ED) and Fundraising Committee to enhance the organization's culture of philanthropy, fundraising capacity, and donor cultivation. This position will develop, implement, and execute strategies that build a framework for Stolen Youth's (SY's) scalable financial growth.

Responsibilities

(40%) Fundraising and Donor Engagement

- Develop and implement a comprehensive fundraising plan to grow the organization's revenue budget through diversified funding streams.
- Enhance donor engagement with individual, corporate, and private foundations through active communication, networking, and relationship building.
- Secure new individual, corporate, and private donors annually.
- Explore potential government funding sources for statewide coalitions.
- Execute virtual and social media fundraising to enhance fundraising pathways for SY.
- Create annual grant procurement goals and work collaboratively with the grant writer to execute timely submissions.
- Responsible for content creation and submission of all progress reports to funders.
- Develop gift recognition programs and execute annual donor appreciation events.

(25%) Special Events

- Manage all aspects of special events including planning, development, logistics, vendors, volunteers engagement, budget tracking, and more.
- Complete sponsorship applications and procure new sponsorships to reach target fundraising goals.

(15%) Communication

- Oversee CMS platforms including Constant Contact, Little Green Light, and Better Unite.
- Maintain accurate, timely, and organized records.
- Serve as a passionate writer, spokesperson, and advocate to raise awareness and accurately communicate the important work of SY.
- Oversee marketing communications to strengthen SY's brand including social media, website, online mailing, event promotion, monthly newsletters, gift acknowledgments, and social media campaigns.

(15%) Operations

- Lead all aspects of development efforts including building infrastructure for capacity building, including onboarding, training, and supervision of staff and volunteers.
- Attend events, training, and workshops to remain apprised of trends in philanthropy and human services.
- Develop quarterly comprehensive reports that will support analysis of key success indicators of fundraising efforts.
- Oversee tracking of all donations including in-kind and volunteer in-kind services.
- Under the direction of the Executive Director, formulate SY's development budget and track financial performance.
- In collaboration with SY staff, support execution of day-to-day operational tasks.
- Develop SY's Annual Report.

(5%) Strategic Planning

- Provide vision and direction to scale development strategy through efficient use of SY resources.
- Ensure fundraising strategy aligns with overall SY strategic direction.
- Execute assigned strategic goals from SY's comprehensive fund development plan and fulfill strategic fundraising initiatives.

Other duties as assigned.

Minimum Qualifications

- Bachelor's Degree or equivalent work experience.
- A minimum of 3-5 years of mid-level fund development management experience at a nonprofit organization with annual revenue of \$1M or more.
- Proven track record of cultivating and procuring five to six-figure gifts.
- Exceptional written, verbal, and interpersonal communication skills, and strong attention to detail.
- Experience with CMS platforms, MS Office, and WordPress.
- Strong organizational skills with a proven ability to manage multiple projects, shift priorities and meet concurrent deadlines.
- Demonstrated leadership experience, including supervising, training, and motivating staff and volunteers.
- Demonstrated commitment to cultivating and promoting diversity equity and inclusion in the workplace.
- A self-starter with the ability to thrive in a remote work environment and complete projects with minimal supervision.
- Ability to adapt, be flexible, shift priorities, and pivot when needed to lead through change.
- Maintain a professional demeanor and serve as a role model that reflects positively on StolenYouth.

Desired Qualifications:

- Experience with the successful execution of a multi-year strategic fundraising plan with demonstrated revenue growth.
- Fundraising experience in nonprofits specifically focused on social justice and/or human services.
- In-depth knowledge and/or relationships within media, corporate landscape, and foundations in Washington state.
- Understanding of complex fundraising in organizations with multiple funding sources.
- Experience leading event planning with 300+ attendees, capital campaigns, and virtual fundraising events yielding six-figure net profits.
- Advanced experience with software/platforms such as Constant Contact, Little Green Light, WordPress, or Better Unite.
- Experience working with board committees.

Travel Requirements

- Up to 20% - Mostly local and occasionally national.
- Travel to networking meetings, donor engagement, mail retrieval, conferences, events, and training.
- Valid WA Driver's license and insurance

Location

The hybrid position is based in Seattle, WA and the candidate must reside within reasonable driving distance in the state of Washington. Out-of-state candidates may only be considered in exceptional circumstances.

Qualified candidates may submit their resume and cover letter to hope@stolenyouth.org.

Priority Submission Deadline is March 6th, 2023

StolenYouth is an equal opportunity employer and is committed to creating a diverse and equitable work environment. Qualified applicants will receive consideration without regard to their race, color, religion, sex, sexual orientation, gender identity, national origin, disability, status as a protected veteran, or any other status protected by local, state, or federal law.