

Development Associate

About LEV

The League of Education Voters (LEV) is a non-partisan organization that works side by side with parents, students and civic leaders who believe in a quality education from cradle to career. LEV was founded in 2001 and is the only Washington-based organization working to improve public education from early learning through higher education. We shape the debate, build powerful coalitions, and grow the grassroots to achieve meaningful reform and ample resources for education. We are a talented and diverse group of policymakers, communications experts, organizers and advocates for students.

Right now, LEV is working to:

- Ensure our children experience an equitable public education system, no matter who they are or where they live.
- Give our children choices, enabling them to explore new and innovative educational models while being held to high standards.
- Ensure that our state fulfills our paramount duty for every child – fully funding basic education.
- Provide our children with high quality early childhood education – giving every student a great start in life.

About the Position

The Development Coordinator is crucial to LEV's work building political influence, expanding our communications reach and membership program, building relationships, and increasing investments in our work. LEV has an operating budget of \$3M and is growing into a period of organizational maturity that requires broadening the funding mechanisms that have sustained the organization through a prodigious start up period.

The Development Coordinator will have the opportunity to create and implement a targeted membership and list growth plan, with the support and collaboration of a team that includes a Communications Director, Major Gifts Director, and Chief Financial Officer. The Development Coordinator will also play a lead role in planning and executing LEV's successful annual breakfast fundraiser.

This position is full time and reports to the LEV Major Gifts Director. This is not an entry level position – we are seeking a candidate with 2+ years of experience who is committed to continuing to learn and develop their skills in the nonprofit development field.



Position Responsibilities

- Build and enact a robust membership program that includes direct mail, email, and social media fundraising
- Plan and execute LEV's annual Breakfast, raising \$150,000+ from donors and sponsors to support LEV's work
- Manage and grow LEV communication and membership lists using Salsa Engage CRM in coordination with Communications and the Major Gifts Director
- Process gifts in CRM, maintain member records and send donor acknowledgements
- Provide backup administrative support to office manager

Desired Skills and Qualifications

- Understanding and commitment to public education in Washington state
- Demonstrated writing and storytelling abilities, especially in a fundraising capacity
- Experience event planning, especially fundraising events
- Detail oriented and goal driven, able to work independently
- Creative and interested in experimentation, utilizing best practices and data analysis
- Two or more years in a fundraising or marketing position
- Familiarity with CRM systems, email clients and social media platforms
- A commitment to racial equity and cultural competency

Compensation and Benefits

The salary range for this position is \$45,000-\$55,000, commensurate with relevant experience. LEV has a generous benefits package that provides fully paid health care, vision and dental, a retirement plan with an employer contribution, and paid vacation, holidays and sick leave. Employees are also eligible to buy in to life insurance, a Flexible Spending Account (FSA) that can be used for health care costs like co-pays or work-related transportation costs, and Long Term Disability Insurance (LTDI). A three month sabbatical is offered after seven years on staff.

To Apply

Please send a resume, cover letter and a one page writing sample, in PDF form, to nancy@educationvoters.org. The position closes Friday, September 9th. No calls, please.

League of Education Voters is an Equal Opportunity Employer. People of color are strongly encouraged to apply.