



Development Director

About the League of Education Voters

The League of Education Voters (LEV) is a non-partisan organization that partners with parents, students, and civic leaders who believe in a quality education from cradle to career. LEV 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. Additional information can be found at educationvoters.org.

About the position

LEV is committed to developing robust and diverse sources of financial support to achieve its mission and ensure long-term sustainability. Working closely with LEV's CEO, board, and staff, the Development Director creates a comprehensive fund development plan and leads its execution. The Development Director supervises and leads a team. In addition, the Development Director is part of the leadership team at LEV, working collaboratively to ensure the successful implementation of our organizational and strategic plans, and the building of a fun, respectful, and inquisitive working environment.

When not hatching unicorns from golden eggs, the Development Director implements and manages LEV's comprehensive fund development and stewardship program for two entities: a nonprofit 501(C)(3) that includes program; and a nonprofit 501(c)(4) for lobbying and political efforts. The Development Director reports to, works closely with, and actively supports, the CEO in fundraising and donor stewardship efforts.

This is a full-time position. The ideal candidate has a track record of leading successful fundraising programs, excellent interpersonal skills, enjoys collaboration, and is highly organized.

Position responsibilities

- Works with CEO and board to design and implement a comprehensive, strategic fundraising plan.
- Supports CEO in stewardship of existing donors and cultivating new potential funders, including individuals, corporations, and foundations.
- Monitors success metrics and adjusts tactics as needed to achieve near-term and long-term goals.
- Supports CEO and board in individual donor solicitations and participates in soliciting funds from individual donors.
- Collaborates with CEO and other pertinent staff to prepare grant applications and manage reporting obligations.
- Plans and executes fundraising events, including small- and mid-size cultivation events and a larger annual fundraising event.
- Continuously works to identify new potential funding sources.
- Supervises development associate and other contract staff.
- Serves as primary liaison to the board's Fund Development Committee and optimizes their engagement.
- Ensures strong systems are in place to track and implement fundraising activities; ensures donor database is fully optimized; tracks prospect identification/ validation, cultivation, solicitation, and all aspects of donor stewardship, including gift acknowledgement and ongoing relationship building.

Required skills

- Passionate about fundraising to support improving public education for all of Washington state's students.
- Ability to grasp and effectively communicate complex, detailed information in a clear, concise, easy-to-understand manner for a variety of audiences. Exceptional written and oral communication skills.
- Strategic thinker, ability to understand importance of development role to LEV's overall mission and goals.
- A strong track record as an implementer who can prioritize and manage multiple work streams simultaneously while meeting critical deadlines.
- Highly organized, detailed self-starter who can work independently, as well as collaborate with internal and external partners.
- Takes initiative to support the changing needs of the LEV; adaptability and nimbleness to assess new information, adjust appropriately, and chart new courses is required.
- Comfort pivoting between high-level, strategic work and smaller tasks. No job is too big or too small.

Minimum qualifications

- BA/BS and eight years of experience in fund development; grant writing, events, annual funds and major gifts.
- Experience implementing and managing donor databases; knowledge of Little Green Light and Salsa platforms a plus.
- Proficiency with a variety of software applications, including MS Office 2010.
- Experience related to education preferred.

To apply

Send cover letter and résumé via email or mail to:

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The League of Education Voters is an Equal Opportunity Employer.