



ASSOCIATE DIRECTOR OF DEVELOPMENT JOB DESCRIPTION

BASIC INFORMATION

Job Title: Associate Director of Development

Travel Requirements: Limited (<10%) overnight travel via air or personal vehicle required

Status: Full Time, Exempt

Supervisor: Director of Development

Place of Performance: Hybrid; Seattle, WA

Direct Reports: None

POSITION SUMMARY

Young people grow up in Washington surrounded by a thriving science, technology, engineering, and math (STEM)-based economy, yet they don't always receive the support they need to participate. Washington STEM is a statewide, education nonprofit leveraging STEM for social change, removing barriers to credential attainment, and creating pathways to long-term economic security for historically excluded students. Washington STEM aims to close pervasive systems gaps for students of color, low-income students, rural students, and girls, by focusing on three critical education spaces: early learning, K-12 STEM, and career pathways. We envision a state where skin color, zip code, income, and gender do not predict educational and career outcomes.

The Associate Director of Development (Associate Director) is a key frontline member of the Resource Development team and plays a critical role in achieving Washington STEM's goals. This is an exciting time to join a growing development team, under the leadership of a new CEO, as the team looks to the future with the development of its Strategic Plan for 2025-2028.

The Associate Director is a fundraiser who will identify, cultivate, solicit, and steward corporate, foundation, and individual donors through sponsorship, corporate, and foundation giving opportunities and major gifts. They will increase the visibility of Washington STEM through outreach and partnership efforts. This position requires strong relationship-building skills, strategic thinking, and a commitment to driving sustainable revenue growth in support of Washington STEM's mission.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Relationship Management and Solicitation

- Meet specific annual fundraising goals and contact metrics set with the Director of Development.
- Generate, build, and lead a robust portfolio of corporate, foundation, and individual prospects, with a focus on general operating support, programmatic efforts, and strategic initiatives.
- Participate in all aspects of the gift cycle from initiating contacts through stewardship.
- In partnership with the Director of Development, and cross-organization colleagues, develop a tailored plan for all top prospects in portfolio.
- Research and identify new donor prospects, including grants, sponsorships, and major gifts.
- Attend public events to build relationships with potential donors and help share Washington STEM's mission and work.
- Cultivate and maintain strong relationships with existing donors through regular communication, meetings, and reporting.
- Collaborate with program staff to develop compelling proposals, reports, and presentations for donors.
- In support of the Director of Development, Executive Team, and other Washington STEM colleagues, manage the annual schedule of grant deadlines. Work in partnership with subject matter experts and Washington STEM's grant writer to complete and submit grant applications for organizations and individuals within the Associate Director's portfolio.
- Coordinate and manage workplace-giving campaigns with Washington STEM's corporate partners.
- Track all interactions and deadlines with current and prospective donors in donor database.
- Ensure all donors within portfolio receive timely reporting and stewardship, including fulfillment of sponsorship benefits.
- Appropriately include the Director of Development, CEO, Executive Team, and other colleagues in the cultivation and stewardship of donors within portfolio, including preparing prep sheets and leading prep meetings.

General Duties

- Serve as an active participant and leader in Washington STEM's belonging, justice, equity, diversity, and inclusion goals and contribute to building a culture where every employee is fully valued.
- Participate in the creation of the annual development plan and metrics for corporate and foundation relations and major gifts.
- Partner with Finance & Operations to ensure alignment on budgets (expense & revenue), earned revenue goals, grants & contracts, and strategic planning.
- Prepare regular reports on fundraising progress, including revenue forecasts, donor cultivation activities, and outcomes achieved.
- Monitor online and print publications for news, trends, and public and private requests for proposals, evaluating them for relevance to Washington STEM's mission.
- Assist with the development of individual giving campaigns.
- Collaborate on the preparation for the annual Summit and fundraising events.
- Represent Washington STEM at events and business gatherings that have strong potential to produce partnership opportunities and increase our network.
- Provide grant support, including research and writing.
- Build and nurture positive, collaborative working relationships with Washington STEM colleagues.
- Participate in Washington STEM special events.
- Other duties and special projects as identified.

QUALIFICATIONS AND EXPERIENCE

- A minimum of five years' experience in development (with a focus on corporate relations preferred) and a proven track record of securing five plus figure corporate gifts.
- Experience working with volunteers, community and business leaders, and interdisciplinary teams.
- Experience in education-related fundraising preferred.

KNOWLEDGE, SKILLS, AND ABILITIES

- Skilled in using Diversity, Equity, Inclusion, Justice, and Belonging practices while carrying out programmatic, partnership, and project-based work
- Desire to work with people of diverse backgrounds, cultures, and perspectives
- Strong alignment with our organizational mission and values
- Excellent written and oral communications
- Strong organizational, interpersonal, and business acumen skills
- Strong analytical, interpersonal, and presentation skills
- Must be driven, persistent, and results oriented
- Ability to organize and set clear expectations for tasks and deliverables
- Demonstrated ability to work well with others and take initiative
- Ability to evaluate and prioritize workload and meet deadlines
- Excellent attention to detail, promptness, and dependability
- Ability to be flexible, responsive to changing priorities and comfortable working in a fast-paced environment
- Demonstrated proficiency using diverse technology platforms, programs, and services, including Microsoft Office, Microsoft Teams, Zoom, DonorPerfect, MailChimp, and emerging AI technologies
- Experience with databases and spreadsheets required

PHYSICAL REQUIREMENTS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job:

- Able to operate a computer and other office productivity equipment; able to remain stationary at a computer for extended periods of time and move around assigned workspace.
- Ability to work in open office format. Washington STEM's office design is an open format and the noise level in the work environment is typically low to moderate.
- Occasionally move up to 10 pounds and rarely move up to 20 pounds.

BENEFITS AND COMPENSATION

- Health, dental, vision, Rx, short-term disability, long-term disability, and life insurance
- Paid Time Off at an accrual rate of 6.462 hours per payroll, with accrual rate increasing with tenure
- 17 Paid holidays, including one week at end of each calendar year
- Matching 401(k)
- Flexible spending account
- Cell phone reimbursement
- Mileage reimbursement for work-related travel beyond normal commute
- Other compensation: discretionary bonuses

Compensation for this role is competitive. The salary range is \$92,053 - \$108,062 and salary will be commensurate with candidate experience. Anyone interested in the position is encouraged to apply early in the process.

HOW TO APPLY

Washington STEM is a proud equal opportunity employer committed to an inclusive work environment and to building a team that reflects the rich diversity of our community. People of color, people with disabilities, and people of diverse sexual orientations, gender expressions, and identities are encouraged to apply.

To apply, please submit your resume and a cover letter to hr@washingtonstem.org. Your cover letter should express your specific interest in this role and include a personal equity statement.