



INSTITUTIONAL GIVING OFFICER

JOB DESCRIPTION

BASIC INFORMATION

Job Title: Institutional Giving Officer

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

Why Washington STEM

Young people grow up in Washington surrounded by a thriving economy, where 70% of high-demand jobs require science, technology, engineering, and math (STEM) skills. However, not all students—especially students of color, girls, those living in poverty, and rural areas—have access to the STEM education that prepares them for these jobs. Washington STEM is a statewide nonprofit, uniquely positioned between the public and private sectors, that is working to transform our state’s education system. We have a statewide reputation for our strengths in partnership, data, and advocacy, and we are using these approaches to ensure that all students have opportunities to gain the STEM skills needed in high-demand careers.

Why Work With Us

Our team is expanding because our work is making an impact. As we work toward equitable STEM learning for all, we are looking for individuals who share our dedication to innovation, excellence, and mission-driven work through the lenses of justice, equity, diversity, and inclusion.

If you want to be part of a diverse team with top notch skills that is making significant changes at a systems level in Washington state, then we’re your place.

At Washington STEM, we are invested in YOU! Our total compensation package ensures employees are paid competitively and feel valued as individuals. We are a people-first organization offering a hybrid work schedule, generous time-off policies, professional development opportunities, a robust benefits package, and an awesome group of co-workers!

This Position

The Institutional Giving Officer 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 team, under the leadership of a new CEO, as the team looks to the future with the development of its next strategic plan for 2025-2028.

The Institutional Giving Officer is a fundraiser who will identify, cultivate, solicit and steward corporate, foundation and individual donors, focusing on retention and new relationships, through sponsorship, corporate and foundation grants, government grants and workplace giving. 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.
- Manage a robust portfolio of corporate and foundation prospects.
- Participate in all aspects of the gift cycle from initiating contacts through stewardship.
- Research and identify new donor prospects, including grants, sponsorships, and major gifts.
- Cultivate and maintain strong relationships with existing donors through regular communication, meetings, and reporting.
- 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 Washington STEM colleagues to complete and submit grant applications for organizations and individuals within the Institutional Giving Officer'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 includes the Director of Development, CEO, Executive Team, and other colleagues in the cultivation and stewardship of donors within portfolio, including preparing briefs and leading prep meetings.

General Duties

- Serve as an active participant and leader in Washington STEM's justice, equity, diversity, and inclusion (JEDI) goals and contribute to building an excellent team culture where every member is fully valued.
- Participate in the development of the annual development plan.
- 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.
- 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, as requested.
- 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 three years' experience in development (with a focus on corporate and foundation relations preferred) and a proven track record of securing five plus figure 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 JEDI 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 and responsive to changing priorities.
- 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.

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 \$80,934 - \$102,516 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 statement about your personal commitment to equity.