***We are a Catalyst- educating and uniting diverse, collaborative leaders to ensure***

***a vibrant Spokane.***

**801 West Riverside, Suite 220, Spokane, WA 99201 509.321.3639 www.LeadershipSpokane.org**

**Position Profile: Development & Events Officer**

**Position Summary:** Act as a critical liaison between Leadership Spokane and our donors, sponsors, and other key constituents. This position assists the Executive Director in establishing and implementing the annual fundraising plan, giving strategies and tactics, including individual, corporate, foundation, major gifts, planned giving and other non-event donations.

Partners with Marketing and Communications Manager planning and implementing marketing programs and special events to maximize prospect/donor engagement. Must have a keen eye for detail and a collaborative spirit.

Must be flexible; have a positive, can-do attitude; and have a strong desire to work in a nonprofit focusing on building community. This position requires an outgoing, organized, and professional team player with outstanding interpersonal skills and the highest level of professionalism. Must have a sincere belief in the Leadership Spokane mission and the organization as well as ability to demonstrate and communicate the mission internally and externally. The Development Manager should also be a dynamic person with sales or development experience interested in being a dynamic part of a thriving non-profit organization.

## Key Accountabilities:

Implement major giving and planned giving fundraising strategies, including in-kind opportunities, to grow the Leadership Spokane endowment and broadly support the organization. Assess potential funders to develop and oversee a strategic plan for growth, particularly for fundraising events and contributions. Develop and manage all stages of the fundraising pipeline, including prospecting, calls/meetings, pitches, and close. Develop publications, campaigns, and presentation materials to generate funds for program. Design and present plan to Board for strategic fundraising and potential new revenue-generating programs.

**Administration**

* Work with Executive Director to develop annual fundraising plan.
* Research and propose possible new fund-raising opportunities to benefit Leadership Spokane
* Assist in management and development the Leadership Spokane donor database. Study and evaluate giving records according to donor types and trends to determine opportunities to enhance relationships with donors.
* Execute donor retention strategies with lapsed and new donors
* Develop fundraising and in-kind support for the programs. Experience seeking out and cultivating relationships leading to increased funding.
* Develop and present plan to Board, for strategic fund-raising for Leadership Spokane and potential new revenue generating programs.
* Compile profile information on individual, corporate, foundation and other prospects to review with Executive Director.
* Develop and execute engagement strategies for board members and former board members.
* Research grant agencies and foundations to identify sources of funding whose philanthropic interests coincide with the organization’s mission and establish awareness of the organization and its activities among key personnel of those philanthropic entities.
* Act as a liaison for Leadership Spokane at community awareness events.
* Other duties as assigned

**Programming & Events**

* Create and implementprimary events and assist with workshops for alumni and other business leaders.
* Assist with supporting the recruitment and selection process for the adult program.
* Support events formembership of the Alumni Association.
* Assume primary responsibility for planning annual Gala, Commencement, and other activities.

**Community/Alumni Relations**

* Support communications/marketing plan to foster advocacy and increase name and mission awareness; publicize the programs of Leadership Spokane. Collaborate with Marketing & Communications Manager to develop publications, campaigns and presentation materials to generate funds for program.
* Engage with the 1500+ alumni of the program to raise the awareness and stature of the program.
* Maintain and disseminate Alumni database
* Ability to organize, motivate and lead volunteers to success through event committees. Collaborate with the various partners to provide strategic opportunities for increased fundraising.

**Reports to: Executive Director**

**Requirements:**

* One to three years in a development or sales position. Strong connections in the Spokane business community preferred with a highly successful history of revenue generation.
* Proficiency in donor databases or customer relationship management databases is preferred.
* Ability to take direction and work independently and with a team
* Communication/presentation and customer service skills
* Bachelor’s degree in business administration, communication, marketing, or equivalent work experience preferred
* Highly organized, creative, energetic team player.
* Ability to see change as an opportunity rather than an obstacle.
* Positive, confident, and diplomatic for interaction and collaboration with varied constituents, including staff, donors, prospects and businesses.

**Skill Qualifications:**

* Interpersonal skills; high degree of poise and tact to represent Leadership Spokane
* Communication skills: listening, speaking, writing, marketing
* Proven fundraising ability
* Skills in volunteer management
* Event planning and coordination experience
* Computer proficiency, including email, Microsoft Office products (especially excel), and other databases

**Benefits:** medical, dental, life & long-term disability insurance, paid vacation & sick leave, holidays, employer matched 401(k) plan

**Salary: $21-$28 per hour DOQ**

**Note:** Because Leadership Spokane employees work with minors and handle confidential and consumer information, a background and credit check are required. There is no routine drug testing.

**Application Process:** send cover letter and résumé:

**Executive Director**

**jriley@leadershipspokane.org**

**Leadership Spokane**

**801 West Riverside, Suite 220**

**Spokane, WA 99201**

*Leadership Spokane respects the dignity of individuals and is committed to equity in all of its programs, services, and events. Leadership Spokane is consciously and proactively welcoming of all facets of diversity including, but not limited to, race, ethnicity, national origin, ancestry, gender, sexual orientation or identity, religion, age, socioeconomic status, marital status, language, disability, political opinion or immigration status. Leadership Spokane encourages you to join us in supporting this policy through leadership and personal example.*