



**Apprenticeship & Non-Traditional Employment for Women (ANEW)** improves peoples' lives by providing quality training, employment navigation and supportive services leading to successful family wage careers. Founded in 1980, ANEW is the longest continuous running pre-apprenticeship program for women in the county and has a unique and successful reputation for assisting women into apprenticeship. Since inception ANEW has expanded its mission to continue to serve women, but to additionally serve other underprivileged populations in this space.

### **JOB DESCRIPTION – Director of Development**

Working under the supervision of the Executive Director, the Director of Development will create and implement strategies for long-term growth in annual and alumni giving, major gifts, and corporate, union and community partnerships. S/he will play a key organizational leadership role to mobilize the executive director, board members, program staff and volunteers into effective development and communications efforts. The right candidate will join ANEW in a time of exciting growth and increased public awareness and reputation.

### **ESSENTIAL FUNCTIONS**

- Build a partnership with the Executive Director and Board of Directors; manage and support them in cultivating portfolios of donors, sponsors and funders.
- Create and implement an annual development plan with strategies and tactics to significantly grow ANEW's contributed income in all areas: annual fund and alumni giving, monthly giving, major gifts, and corporate and union giving.
- Develop a comprehensive corporate sponsorship strategy to engage and secure support from the business community; work with the Board of Directors to generate prospects and manage relationships towards gifts.
- In collaboration with the Executive Director and a contract grant writer, develop and manage relationships with private foundations, with the goal of developing catalytic or reliable sources of grant funding.
  - Collaborate internally to refine grant-seeking strategies as ANEW programs and funding opportunities evolve
- Draft all donor communications for use across all communications platforms, including annual fund appeal, annual report, online communications, newsletters and web site.
- Create and implement a stewardship plan for all donors, including donor acknowledgment and sponsorship recognition.
- Manage any fundraising, donor cultivation and/or alumni events to success, with support from ANEW's administrative assistant.

- Implement and manage the Little Green Light database, entering donor contact reports, creating and pulling queries and reports for analysis.
- Supervise ANEW's administrative assistant in her work supporting development activities, including entering gifts, creating and pulling queries and reports for analysis, and maintaining data integrity.
- Work with ANEW's Executive Director and program staff to develop mission-centric donor cultivation and stewardship opportunities
- Monitor fundraising progress and evaluate results against goals, metrics and desired outcomes.
- Contribute to financial management of ANEW, including establishing and tracking development goals through the annual budget process, development expense budget monitoring, and participation in meetings of the board of directors

#### **MINIMUM / REQUIRED QUALIFICATIONS**

- Have one or more of the following:
  - Bachelor of Arts Degree
  - A minimum of 4 years work experience with a non-profit or social service agency focused on program management
  - Participation and attainment of a journey level status in any craft / trade can substitute for education requirement
- Experience working with diverse, disadvantaged populations
- Experience in program development, implementation and evaluation
- Experience supervising and leading a team to achieve outcomes
- Experience with grant management and fund development
- Proven ability to be organized and detail orientated
- Knowledge and application of organization, planning, records management and general administration
- Ability to follow oral and written instructions

#### **PREFERRED QUALIFICATIONS**

- A minimum of 4-6 years of progressively responsible fundraising experience, with a proven track record of success, especially building a base of support
- Experience with major gifts and corporate funding a plus
- A willingness to think outside the box and experiment with innovative and emerging fundraising and development strategies, particularly digital strategies.
- A hands-on implementer with the ability to prioritize effectively; flexibility; ability to handle multiple projects at once.
- The confidence, warmth and professionalism required to work effectively with board members, donors, prospects, sponsors and other funders
- Past experience working with the business community and unions highly valued
- Experience leveraging and analyzing donor data to raise funds more effectively
- Familiarity with donor databases and electronic communications platforms
- Excellent verbal and written communication skills; ability to inspire a range of supporters
- A bachelor's degree is a plus but required
- A strong passion for gender equity, empowering poverty alleviation,

- A driver's license – some driving will be required for event work

## CONDITIONS OF EMPLOYMENT AND OTHER REQUIREMENTS

- Background screening through Washington State Patrol
- Ability to work flexible schedule to include evening and or weekend
- Ability to get to multiple work locations on a routine basis
- Proof of citizenship or other authorization for employment
- Continuation of employment is contingent upon successfully performing work described
- Continuation of this position is dependent on achievement of performance goals and availability of funding

**WORK LOCATION:** ANEW Administration office –Renton and Satellite locations as assigned

**WORK SCHEDULE:** Monday through Friday 8am – 5pm, with occasional evenings and weekends as needed

**REPORTS TO:** Executive Director

**ANTICIPATED START DATE:** March 2018

## SALARY

This position is an exempt position with a salary of \$50,000 – 65,000 per year. This is an exempt position and reports to the Executive Director of Apprenticeship and Nontraditional Employment (ANEW). Work schedule is 40 hours per week with a schedule of Monday through Friday and occasional evening or weekend work. This position is grant funded and continuation of this position is subject to obtainment of contract deliverables, funding restrictions such as penalties for nonperformance, project evaluations, and achievement of performance goals and availability of funding.

## BENEFITS

The person in this position is expected to serve a 90-day probation period. Benefits will take affect after 30 days of employment. If the position is more than 30/hours per week, the following benefit information will be made effective: Employer paid benefits include: Medical, Dental and Vision.

A portion of the medical premium is made by the employee through a pre-tax contribution at time of payroll posting. Employees at 30/hours week or greater qualify for full benefits and pay a pre-tax contribution of \$80 per month. Employees at 20/hours per week pay 25% of their benefits. Employees who work less than 20 hours per week are not eligible for paid benefits. Additional employer paid benefits include: basic life insurance, vacation, sick leave, holiday pay and taxes as required by law.

## APPLICATION PROCESS

The final applicant will be selected by way of a competitive process which will include interviewing and professional reference checks. Please email cover letter and resume to the name listed below. No calls please.

Karen Dove, Executive Director – karen@anewaop.org

