



WASHINGTON  
**POLICY CENTER**  
**Development Manager**

Washington Policy Center is seeking a Development Manager on a four-person Development Team. The Development Manager works to help raise an annual revenue budget of \$4.6 million and maintain an engaged and growing donor base.

The Development Manager is a mid-level fundraiser who manages Washington Policy Center's Annual Fund programs. This position is responsible for stewardship, cultivation and acquisition of Annual Fund donors; donors who make a gift between \$1 and \$999. The Development Manager will plan and execute the Direct Mail program, special events and donor communication. The Development Manager will work to connect donors and prospects to WPC's mission through access, education and engagement.

The Development Manager reports to the Development Director and works closely with the full Development team. This position also coordinates regularly with the Communications team and the President of the organization. This is a full-time, 40-hours a week position based in WPC's Seattle office.

**Key Responsibilities:**

- Connect donors and prospects to WPC's mission of improving lives through free market solutions through access, education and engagement
- Implement and execute Annual Development Plan as set by the Development Director
- Manage WPC's Annual Fund donor base, donors who make a contribution under \$1,000
- Project manage various development programs, communicating with all departments to ensure open communication and expectations are met
- Develop a dynamic donor communication and engagement plan with the intention to educate, engage and grow the donor base. This includes:
  - Management of the Direct Mail program, working with Communications team to manage an annual mailing calendar that includes relationship, prospect and housefile solicitation mailings
  - Execution of over 40 annual donor events as directed by the Development Director including event logistics, coordination of speakers, venue contracts, developing staff plans, coordinating event marketing, managing the event budget and more.
- Cultivate effective relationships with event vendors, speakers and donors
- Manage WPC's Annual Dinner event logistics in Spokane and Bellevue, which over 1,200 in each location and raises over \$1.8 million
- Track and report on all donor engagement activity including event records using WPC's database, *The Raiser's Edge*

**Key Requirements:**

- Minimum 2 years in development, preferred 3-5 years experience in fundraising
- Database experience preferred, but not required
- High proficiency with Microsoft Office products including Word, Outlook, Excel and Teams

- Understand and support WPC's mission to promote free-market solutions through research and education in Washington state
- High level of organization and attention to detail and the ability to manage and prioritize multiple projects
- Ability to work occasional evenings and weekends. Reliable personal transportation available during working and event hours is required
- Interest in working in an ever-changing environment with the commitment to grow rapidly and desire to work hard to create new and outstanding results
- Ability to interact well with event vendors and event attendees and donors through email and over the phone
- Must exhibit sound judgment in confidential donor matters

**Details/Benefits:**

- Start date: ASAP
- Hours: Full-time, 8:30am-5:00pm, Monday-Friday, occasional evenings for events
- Location: WPC's Seattle Office
- Compensation: \$55,000 - \$65,000 DOE, 90% employer-paid health (medical/dental/vision) insurance
- Vacation: 2 weeks paid (after 3 months), 10 paid holidays a year

**About Washington Policy Center**

Washington Policy Center (WPC) is an independent, non-profit think tank that promotes sound public policy based on free-market solutions.

Through its research centers, Washington Policy Center focuses on eight core areas of public policy: Education, The Environment, Government Reform (budget & taxes, open government), Health Care, Small Business, Transportation, Agriculture, and Worker Rights. At WPC we believe ideas, supported by sound research and promoted through publications, conferences and the media, over time, create an environment in which policymakers and citizens make sound public policy decisions. WPC improves the lives of Washington state's citizens by providing accurate, high-quality research for policymakers, the media and the general public.

Headquartered in Seattle with satellite offices and full-time staff in Olympia and Eastern Washington, WPC publishes studies, sponsors events and conferences and educates citizens on the vital public policy issues facing our region. WPC has an annual budget of over \$4.5 million and a full-time staff of 22. On average, we hold approximately 50 events each year. These range from exclusive gatherings of 20-30 people to conferences and lunches for 200-300 and our annual fundraising gala, the Annual Dinner, which encompasses 3 events across the state and gathers over 2,500 attendees.

**To apply:**

Submit your resume and cover letter to Sydney Jansen, Development Director at [sjansen@washingtonpolicy.org](mailto:sjansen@washingtonpolicy.org)

Your cover letter should include the following:

- 1.) Your experience and why you are a good fit for the position**
- 2.) Your available start date**
- 3.) Your salary requirements**