



Development Manager

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.

WPC improves 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 \$5 million and a full-time staff of 20. Broadcast, print, and online media throughout Washington and across the nation cover WPC's work regularly and seek out its policy experts for analysis and commentary. In addition, lawmakers routinely invite WPC to testify before legislative committees.

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. 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.

The Position:

Washington Policy Center currently has an opening for a Development Manager on our 5-person Development Team. This is a regular, full-time position based in Seattle. The Development Manager will work with the Development team to help raise our annual budget and ensure we maintain top-notch stewardship and communication with our donors. This position works closely with and reports to the Development Director.

The Development Manager oversees WPC's Annual fund programs. This position assists in the development of goals and strategy for all fundraising campaigns. The Development manager plans and implements marketing programs and stewardship strategies to increase donor interest and engagement. This position will be responsible for the design and implementation of the annual direct mail program and cultivate targeted individual support. The Development Manager will oversee the database and manage the Development Coordinator.

This role would be perfect for someone who is detail-oriented with strong written and communication skills. The ideal candidate would have 2-5 years of experience working in a fundraising.

Key Responsibilities:

- Implement annual fund plan, managing donors who give under \$1,000
- Track all donor information and fundraising metrics and report on status of goals and objectives to leadership quarterly
- Manage and execute development systems and processes, evaluating regularly
- Track development expense and revenue budget as overseen by the Development Director
- Oversee database management and data health
- Manage WPC's Annual Fund donor base
- Oversee and execute WPC's Direct Mail program, managing a solicitation and stewardship calendar which includes Housefile, prospect and relationship mailings
- Manages WPC's digital fundraising efforts
- Develop donor engagement strategy to further current and long-term organization goals that all interactions with our programs and reflect WPC's quality standards and mission
- Assist the development team with annual donor events
- Assist with donor communication and sponsor coordination for WPC's annual gala event, the Annual Dinner

Expected time spent on responsibilities:

Annual Fund, donor engagement **30%** | Direct Mail **30%** | Database management **15%** | tracking, reporting **15%** | Management **10%**

Key Qualifications:

- Understand and support our mission to promote free-market solutions through research and education in Washington state
- High level of organization, attention to detail and the ability to manage and prioritize multiple projects at one time with success and accuracy
- Skilled with technology with the ability to quickly learn new programs
- Ability to interact accordingly with current and prospective donors in person, through email and over the phone
- Ability to clearly communicate with employees in different roles
- Must exhibit sound judgment in confidential donor matters
- Experience with Microsoft Office products including Word and Excel
- Proficient writing skills
- Database experience preferred
- Bachelor's degree and 2-5 years' experience on a development team or administrative role

Preferred qualifications:

- Experience managing and implementing direct mail programs
- Experience using Blackbaud's The Raiser's Edge

Details/Benefits:

- Desired start date: April 2022
- Hours: Full-time, 8:30 AM-5:00 PM, Monday - Friday, occasional weekends and evenings for events
- Compensation: DOE, \$65,000-\$85,000, 90% employer-paid health (medical/dental/vision) insurance
- Vacation: 2 weeks paid (after 3 months), 10 paid holidays a year

To apply, submit resume, cover letter, available start date, how you heard about the position and salary requirements. Priority will be given to applications submitted by March 15, 2022. Please submit your application to:

Sydney Jansen, Development Director, 206-937-9691, sjansen@washingtonpolicy.org