



DEVELOPMENT MANAGER

Position: Development Manager

Reports to: Executive Director

Location: 3407 NE 2nd St. Renton, WA 98056 (Hybrid working options)

Position type: Full Time, Exempt

Salary: \$80,000 - \$90,000 Annually

Priority Deadline: October 22, 2023 - This Position Will Remain Open Until Filled

THE OPPORTUNITY

The Renton Innovation Zone Partnership (RIZP) is hiring for a Development Manager with a successful track record of creating impact through sustainability. This position will join a small, but mighty team in a fast-paced environment and will work to build sustainability for families and communities in the Renton Highlands and Skyway neighborhoods. Through this work, the position will bring donor and fundraising strategies to life by implementing RIZP's fundraising plan and creating new systems to enhance the organization's sustainability. This is a great opportunity for someone who enjoys grassroots community building and building up historically underserved communities. Our current fundraising goal for this fiscal year is \$500,000. We are seeking candidates with creative approaches to help diversify RIZP's revenue sources and improve our long term sustainability.

WHO WE ARE

The Renton Innovation Zone Partnership's mission is to lead a relationship-based, data informed collaborative network to advance racial equity and create healthy learning opportunities for all children throughout the Renton Innovation Zone. We were created as an intermediary organization, giving backbone support to strategies including basic needs, the transition into middle school and early learning resources for families and students who reside in the Skyway and Renton Highlands communities. The majority of families and students who reside in RIZP neighborhoods identify as students/families of color. Residents living in unincorporated areas face certain challenges due to limited resources and available opportunities.

Through collaborative efforts, the RIZP works with partners and community-based organizations to bridge these gaps, and to assist in improving educational equity. With much opportunity to expand, this work is primarily focused within four elementary schools and two middle schools within the Renton School District (RSD). The elementary schools are: Lakeridge, Campbell Hill, Bryn Mawr and Highlands. The middle schools are: Dimmitt and McKnight.

RIZP is supported by RVC Seattle as an Operations Support Partner for fiscal sponsorship.

RESPONSIBILITIES

Fundraising and Donor Relations (50%)

- Lead implementation of RIZP's annual fundraising plan
- Collaborate with Board and Executive Director to create fundraising goals and budgets.
- Coordinate major annual fundraising campaigns such as GiveBIG and End of Year donations.
- Manage fundraising and donor platform (Bloomerang) to prepare reports that inform future activities, strategies and fiscal budgets
- Lead planning and coordination with relevant team members around development related deadlines and responsibilities for each project or event
- Develop long-term relationships with donors and potential donors including research, identification, relationship cultivation and donor appreciation
- Work with the Director of Communications to support and help grow external messaging including announcements and fundraising campaigns in print and digital media.
- Collaborate with the Director of Communications in the development and distribution of electronic and print collateral related to fundraising, including website content, sponsorship decks, reporting, mailing, and social media.
- Research and develop funding proposals for charitable foundations, corporate charitable funds, service clubs, and other similar funds

Grant Writing (25%)

- Manage grant calendar cycle, including application, report deadlines and funding decisions for the RIZP programs in collaboration with the RIZP team
- Identify, cultivate and steward grant contacts
- Work with RIZP's grant writer to draft, edit and submit grant applications and budgets in collaboration with relevant team members

Administration & Operations (25%)

- Work with Program Manager(s) to support fundraising efforts for RIZP action teams
- Work with RIZP Team to track outcomes and provide reports to funders, board members and external stakeholders
- Create policies and procedures for the development team
- Identify gaps and needs in RIZP development infrastructure and recommend improvements

QUALIFICATIONS

- Connection to the RIZ neighborhoods of Skyway and/or Renton Highlands
- At least five years of experience in non-profit fundraising and development.
- At least two years of experience with donor management software
- Experience in nonprofit development, grant writing, annual giving
- Experience using or ability to learn tools such as Microsoft Office suite, Trello, and Google Workspace.



DEVELOPMENT MANAGER

- Able to effectively communicate using analytical, interpersonal, written, and verbal methods, both with team members and funders.
- Able to self-manage deadlines, appointments and organize own tasks and priorities
- Must be able to thrive in a start-up setting, be able to work with minimal supervision, have a good sense of humor, and be able to work with several diverse teams.
- Be comfortable suggesting improvements to existing systems and processes, excited to have a hands-on attitude in shaping the role
- This position must be able to work some evenings and weekends.
- Must have ability to lift 50lbs and reliable transportation

COMPENSATION

\$80,000-\$90,000, DOE. This is a full-time, exempt position.

BENEFITS

23 days paid time off, 11 paid holidays, flexible, family-friendly schedule, medical (zero-deductible HMO and PPO options), dental, vision, short- and long-term disability, life, and AD&D insurance, with the employer covering over 90% of the costs of the insurance package. Retirement package. Transit benefit (Orca card Business Passport) is also available. This is a hybrid position, working both from home and the RIZP office.

TO APPLY

- Email:**
- riz@rizpartnership.org
- Subject Line:**
- "RIZP Development" [FIRST NAME LAST NAME]
- Body of email:**
- Attach a cover letter and resume combined into ONE Word or PDF document
 - In your cover letter please summarize your fundraising experience and include how much you've raised in a 12 month period.

QUESTIONS

Riz@rizpartnership.org

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For more about the Renton Innovation Zone Partnership, visit www.rizpartnership.org