

**POSITION: VP of Development & Communications**

DEPARTMENT: Development & Communications  
POSITION TYPE: Full Time/Exempt  
DATE: May 2019

**WE OFFER:**

COMPETITIVE SALARY - \$90 - \$100K DOE  
UP TO 200 PAID TIME OFF HOURS PER YEAR  
MEDICAL, VISION & DENTAL BENEFITS  
LIFE INSURANCE  
403(B) RETIREMENT with employer match after two years  
SHORT TERM DISABILITY  
EMPLOYEE ASSISTANCE PROGRAM and more....

*Volunteers of America Western Washington creates a safe, stable and healthy community by serving the most vulnerable populations among us. Through various programs such as food distribution, behavior health services, child and youth services, emergency housing and dispute resolution services, we address more than 250,000 service requests each year. We are proud to serve people and communities in need and create opportunities for people to experience the joy of serving others.*

**POSITION SUMMARY:**

Volunteers of America Western Washington is seeking a dynamic, dedicated, and proven Director of Development and Communications to be a vital member of our executive team based in Everett, WA. This person will play a key role in the organization by diversifying its funding base and increasing the community's awareness of the important role that VOAWW plays within the safety net of Western Washington. This position oversees and manages our fundraising, communications, and volunteer programs.

**QUALIFICATIONS:**

- Ideal candidate has a minimum of 7-9 years' experience in nonprofit fundraising including development & communications
- Bachelor's degree required; CFRE preferred
- Clear track record of success in cultivating, soliciting, and securing donor support such as annual fund, major donor, planned giving, events, and grants
- Proven background in project management and experience in planning, managing and executing integrated communication and development plans
- Demonstrated skills in relationship building and volunteer engagement
- Excellent communicator -- solid writer and able to share organization vision effectively
- Hard-working and enthusiastic team player with previous management experience and a strong ability to inspire and motivate others to action
- Highly professional demeanor; able to represent VOAWW effectively in all communication and handle confidential donor and partner information
- Proficient knowledge of Microsoft Office Suite, data analysis and experience with donor database software (Raiser's Edge experience appreciated but not required)
- Must have valid driver's license and access to personal vehicle
- Able to work some evenings and weekends

## MAJOR RESPONSIBILITIES:

### Fundraising

- In collaboration with the CEO and executive team, drive the process of designing and implementing a diversified fund development strategy, budget, and complementing communications, fundraising activities, grants, appeals, events, and public awareness campaigns
- Manage the development team of five, board and CEO to plan and coordinate these activities
- Identify and build relationships with prospective donors including individuals, corporations, foundations and create avenues for donor engagement

### Communications

- Develop and implement overall strategy for VOAWW's awareness and presence, especially within the donor prospect community
- Develop content and leverage multiple communication mediums to compliment relationship and development efforts
- Work closely with our grant writer and communications staff to produce compelling and effective communication and donor-centered collateral

### Administration and Donor Gift Management

- Work with our Database manager and accounting personnel to ensure highest integrity and care for donor database and provide timely acknowledgements
- Steward and collect outstanding pledges, reoccurring and matching gifts

If you wish to apply for this position, please email your cover letter and resume to: [recruiter@voaww.org](mailto:recruiter@voaww.org)

*Volunteers of America provides equal employment opportunities to all employees and applicants for employment without regard to race, sex, age, sexual orientation, marital status, color, creed, religion, national origin, disability, disability or status as veteran or special disabled veteran, use of trained guide dog or service animal by a person with a disability. We are in accordance with applicable federal laws and in compliance with the Americans with Disability Act, to include HIV Aids and other communicable diseases covered under the Act. Additionally, the agency complies with applicable state and local laws governing non-discrimination in employment.*