



# Young Women Empowered

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## Donor Relations & Events Manager – Young Women Empowered

**Job Title:** Donor Relations & Events Manager

**Reports to:** Co-Executive Director: Operations & Development

**Hours:** FTE, Salaried Position

**ORGANIZATIONAL SUMMARY:** Young Women Empowered (Y-WE) delivers creative, innovative and transformative empowerment programs for diverse young women\* in the greater Seattle region. We envision a society rooted in social justice, where all young women\* live their truth, achieve their dreams, and change our world. Founded in 2010, we have grown from serving 50 young and adult women\* annually to serving over 750 annually. *The new Donor Relations & Events Manager will be a relationship-centered fundraiser with a deep passion for building Y-WE's donor community and long-term sustainability through events, campaigns, and stewardship plans.*

**WHOM WE SERVE:** Y-WE's mentorship and empowerment programs serve diverse young women\*, ages 13-26, along with adult women\* mentors, volunteers and participants in the greater Seattle area. Each year, we directly serve 700+ girls and women\* and benefit 2,000+ community members. Of current Y-WE youth, 70% are first or second generation immigrants; 85% are of color; and 90% are from low-income backgrounds. Y-WE is majority women-of-color-led, including our Staff, Board and Youth Leadership Councils.

\* those who identify as girls/women or people who were assigned female at birth.

### **DONOR RELATIONS & EVENTS MANAGER SUMMARY:**

The Donor Relations and Events (DR&E) Manager will oversee Y-WE's donor engagement activities. These activities include: community events, fundraisers, donor meetings, relationship building, volunteer recruitment, sponsorship outreach and more. The DR&E Manager will report to the Co-ED of Operations & Development and work with the Co-ED to execute fundraising campaigns, individual donor cultivation, and stewardship plans and events that align with Y-WE's strategic development plan and budget. They will work collaboratively with the other key members of Y-WE's development and communications team (Co-ED of Programs, Communications Manager and Grants Manager) to execute and coordinate other key elements of Y-WE's development plan. The DR&E Manager will also collaboratively support Y-WE's Board of Directors on donor engagement plans, fundraising events, and individual giving campaigns. This role includes respectfully interacting with Y-WE participants & families to record and communicate stories of impact. In the spirit of Y-WE, the DR&E Manager will work cooperatively and authentically with the entire Y-WE team. They will embody our mission to cultivate creative leaders and courageous changemakers.

**KEY QUALITIES:** The ideal candidate will be an experienced event manager, relationship-centered fundraiser, an enthusiastic collaborator, an independent creative thinker, and a warm and welcoming organizational representative. The candidate will be

**Young Women Empowered (Y-WE)**  
*Job Description: Donor Relations & Events Manager*

a highly organized doer who thrives in a position where they are given both big-picture tasks—such as developing fundraising strategy; and detail-oriented tasks –such as donor data tracking. The candidate will embrace learning from colleagues and will be committed to deepening their own analysis around issues pertaining to gender and racial justice. Their work will be guided by ongoing self-development, self-reflection, and evolving cultural awareness. They will share Y-WE’s organizational values of collaboration, flexibility, self-motivation, self-care, equity, and social justice. The candidate will thrive in a self-directed office environment where they are able to work remotely 50% of the time; set large portions of their own schedule; and work with a committed team who are often communicating while on the go at meetings and events. They will be willing to participate in Y-WE’s creative education programs and committed to supporting Y-WE’s mission. Most importantly, the candidate will be fired up by the belief that the leadership of young women\* will ignite change in our world.

**Responsibilities:**

**Donor Relationship Management & Individual Giving (35% of position)**

- Manage and track donor relationships and donor segmentation. This includes tracking and supporting Board and Co-ED communications, meetings, proposals, and giving plans with donors.
- Research donor and sponsor prospects and Y-WE’s current donor community. Work with both Co-EDs to plan personalized outreach and relationship building strategies.
- Manage relationship assignments of board members with Y-WE’s major donors. Coach and support board members through their calendar of donor stewardship tasks and assure that all donor relations with board members are tracked.
- Support Y-WE’s Communications Manager and Graphic Designers with the development, design and distribution of communications strategy via Mailchimp and social media (Facebook, Instagram, blog) to promote events and campaigns, as well as ongoing audience engagement and branding work; this also could include light website updates and light graphic design projects.
- Engage in direct/individual donor communications, including outreach for upcoming events and campaigns, gift acknowledgment/stewardship efforts, and major donor stewardship strategies.

**Event and Campaign Management: (35% of position)**

- *Gratitude Brunch (November)*: Manage the planning and preparation for annual Gratitude Brunch including venue and catering logistics, targeted invitations and follow-ups, volunteer assignments, general pre-production details and day-of event management.
- *Fundraising Gala (March)*: Manage the planning and preparation Y-WE’s annual fundraising gala including vendor, caterer, venue logistics, procurement efforts, volunteer committees, donor and partner outreach, table captain outreach, auction software/database coordination (Greater Giving), and all day-of event

**Young Women Empowered (Y-WE)**  
*Job Description: Donor Relations & Events Manager*

logistics (such as name tags, decorations, auction item coordination, greeting, volunteers, technology needs, etc.)

- *Career Day (April)*: Support with planning and preparation for Career Day (community outreach event) including event promotion, donor/partner/sponsor outreach, and day-of logistics as needed.
- *Community Celebration (May/June)*: Develop and manage the details of Y-WE's first large-scale community celebration. Includes venue and catering coordination, invitations, in-kind donation procurement, sponsorship outreach, community messaging strategy, and volunteer engagement.
- *Seasonal fundraising campaigns (fall and spring)*: Manage the messaging, outreach strategy, goals, budgets, etc. for annual fall and spring campaigns, including support with communications plans, segmented donor lists, donor engagement, board and ED communications with donors, gratitude and follow up, etc.
- *House Parties & Third Party Events (ongoing)*: Support with event coordination and arranging Y-WE representation at additional events and opportunities that arise throughout the year.

**Community Relations & Volunteer Management: (20% of position)**

- Represent Y-WE at tabling opportunities, fairs, and third party events. Speak fluently and authentically about the organization's mission and values. Enthusiastically engage Y-WE's volunteer community, program participants, board and staff members in collaborative representation and speaking opportunities.
- Build relationships with Y-WE's volunteer community by vetting, orienting, recruiting, and supporting Y-WE's volunteers. Delegate projects to volunteers and assign them to other staff members' projects, as appropriate.
- Deepen Y-WE's relationships with community members by providing meaningful and ongoing opportunities for individuals, groups and companies to get involved in the organization.

**Gift Processing and Database Management: (10% of position)**

- In concert with Y-WE's Operations Manager, process incoming donations, including tracking individual donor relationships in our database (Little Green Light/LGL), composing customized acknowledgment letters and e-mails when needed, and tracking the acknowledgment efforts in LGL after funds are received.
- Assist with updating contact reports and other relational information in LGL and Y-WE's mailing lists.
- Assist with ongoing database coordination; Working knowledge of LGL, Greater Giving, and other database systems is desirable. Otherwise willingness to learn.

***Other duties as assigned***

**Young Women Empowered (Y-WE)**  
*Job Description: Donor Relations & Events Manager*

**Training and Experience**

**Professional Background:**

- 5+ years of experience with non-profit donor relations (Candidate should be prepared to provide references who can speak specifically about their relationship-building and donor cultivation experience)
- 3+ years of experience with fundraising event management
- 3+ years of experience with fundraising campaign management
- 3+ years of experience working with people from diverse backgrounds and experiences. Strong written and spoken communication skills.
- Demonstrated ability to work effectively in teams.
- Significant awareness/training around issues of equity, intersectionality, and belonging. A commitment to racial justice, gender justice, and transforming systems of oppression is required.

**Education Level:**

- College or Associates Degree required.

**Certificates/Licenses/ Requirements:**

- Valid driver's license.
- Pass Washington State criminal background check.

**Compensation and Hours**

- \$55,000-\$60,000 DOE
- Phone provided by Y-WE for exclusive work use.
- Reimbursement for travel to Y-WE events, meetings and programs (Pre-approval required. Commuting to the office is not reimbursable.)
- Up to \$500/year of professional development trainings related to this position (trainings must be preapproved by supervisor.)
- Flexible scheduling & up to 50% remote hours options are available to all Y-WE employees.
- Vacation, medical, dental, retirement, and life insurance benefits.

**How to Apply:**

- Please send your resume, cover letter, and two references, to [ywehr@y-we.org](mailto:ywehr@y-we.org). Application deadline is rolling. Desired starting month is August 2019 or sooner.

**Questions:** Please send any questions about the application process to [ywehr@y-we.org](mailto:ywehr@y-we.org).