



Young Women Empowered

1143 Martin Luther King Jr. Way Box #136 Seattle, WA 98122 | 206-519-2426 | www.y-we.org

Donor Relations Manager

Reports to: Silvia Giannattasio-Lugo

Hours: 40

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.

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 Council.

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

DONOR RELATIONS MANAGER JOB SUMMARY: *The Donor Relations Manager is responsible for Y-WE's donor engagement activities. These activities include: donor meetings, relationship building, fundraising, managing corporate and foundational relationships. The Donor Relations Manager will report to the Director of Development and Communications and work with them 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 to execute and coordinate other key elements of Y-WE's development plan. The Donor Relations 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 Donor Relations Manager will work cooperatively and authentically with the entire Y-WE team. They will embody our mission to cultivate creative leaders and courageous changemakers.*

RESPONSIBILITIES:

- 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.



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- 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.
- Engage in direct/individual donor communications, including outreach for upcoming events and campaigns, gift acknowledgment/stewardship efforts, and major donor stewardship strategies.
- Cultivate relationships with current and prospective foundations.
- Working with the Director of Development and Communications to create the yearly development plan that aligns with our strategic plan.
- *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.
- 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

TRAINING AND EXPERIENCE:

Education and Professional Background.

- Comprehensive understanding of Y-WE Programs.
- 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 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.



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- Significant awareness/training around issues of equity, intersectionality, and belonging. A commitment to racial justice, gender justice, and transforming systems of oppression is required.
- Knowledge of culturally relevant and developmentally appropriate practices for diverse youth (language, culture, race, physical ability, sexual orientation, etc.).
- Ability to speak a language other than English may be helpful.

Certificates and Licenses. *Note: Candidates with strong backgrounds who have not completed all items listed here could complete these upon being hired.*

- Current valid Driver's License and a driving record with no more than one minor violation and speeding violation of more than 20mph over the limit.
- Pass Washington State criminal background check.

COMPENSATION, BENEFITS & HOURS:

- We anticipate the compensation will be between \$65,000-\$70,000 annually for an average of 40 per week. Includes office, remote, and field site location work. Flexible scheduling. Salary will be determined by Y-WE's pay transparency matrix.
- Reimbursement for travel to Y-WE events, meetings and programs (Pre-approval required. Commuting to the office is not reimbursable, though a public transport stipend may be negotiated if needed.)
- Fully paid medical insurance through Kaiser Health & Delta Dental.
- Simple IRA retirement plan with up to 3% match.
- Life insurance and short term disability coverage.
- Up to 3 weeks of accrued PTO per year.
- Y-WE cell phone & internet coverage stipends available to cover the costs of remote work.

HOW TO APPLY:

- Please send your resume, cover letter, and two references to ywehr@y-we.org.
- We will begin reviewing applications immediately, with a priority application deadline of May 1. Applications will continue to be accepted until the position is filled.