



Job Description – Development Manager

Position: Development Manager	Department: Development
Reports to: Executive Director	Starting Salary: \$65,000 plus Benefits
Type of Position: <input checked="" type="checkbox"/> Full-time <input type="checkbox"/> Part-time <input type="checkbox"/> Temporary <input type="checkbox"/> Contractor <input type="checkbox"/> Intern	Hours per week: 40 <input checked="" type="checkbox"/> Exempt <input type="checkbox"/> Non-exempt

ORGANIZATIONAL DESCRIPTION

The Pacific Islander Community Association of Washington (PICA-WA) is an organization that seeks to live out the indigenous values of the Pasifika communities here in Washington State through community organizing, political engagement, and speaking our truth fiercely to systems of power. Our mission is threefold: establish a cultural home, center community power, and further the wellness of our communities physically, culturally, socially, and spiritually. We envision Native Hawaiian/Pacific Islander communities thriving physically, culturally, socially & spiritually.

JOB SUMMARY

The Development Manager (DM) will provide leadership and management to efforts that achieve financial sustainability and healthy external relationships for PICA-WA. A direct report to the Executive Director, the DM works with the E.D., Director of Finance, direct services and program staff, and volunteers with the goal of inspiring the community to join PICA-WA through impactful partnerships.

A primary development goal for PICA-WA is to build relationships with stakeholders and attract new donors to support our mission, while cultivating existing donors to higher levels of giving; therefore, the DM will focus on enlarging and diversifying our donor base with a primary focus on individual giving through major gifts and other ways of giving.

RESPONSIBILITIES

❖ Fund Development

- ✓ Assume primary responsibility for enlarging and diversifying PICA-WA's donor base, with a focus on individual giving through major gifts;
 - Personally develop relationships with key donors and prospective donors, and coordinate with the Executive Director and board members to do the same.
 - Develop a pipeline of potential supporters, through research as well as building on referrals from board members, staff, existing donors, and community

partners.

- Diversify strategies and efforts around increasing the number of monthly and annual recurring donors which give to PICA-WA.
- ✓ Provide creative leadership in identifying, cultivating, and soliciting major individual and institutional gifts, personally soliciting as appropriate.
- ✓ Identify, initiate, and manage sponsorships from community and business partners supporting PICA-WA events and programs.
- ✓ Manage the process of developing quality grant proposals, working as appropriate with program staff, E.D.
- ✓ Manage opportunities to engage supporters in planned giving opportunities (wills, etc.).
- ✓ Maintain PICA-WA's online profiles and other reference tools used by individuals and foundations in their donation decision-making (GuideStar, etc.).
- ✓ Encourage and support board, staff, and volunteers to tell the stories of PICA-WA in compelling ways, including the development and distribution of print, electronic, and multimedia collateral materials.

❖ **Development Strategy**

- ✓ Achieve a thorough understanding of PICA-WA – our values, history, culture, traditions, communities, programs, services, and constituencies, as well as our governance and staff structures; our financial support, and short- and long-term funding requirements throughout the organization.
- ✓ Develop performance measures that enable the development team, leadership, and the Board to determine the effectiveness of fundraising efforts.
- ✓ Develop a budget that will support development efforts, and the organization's comprehensive fundraising efforts and activities.
- ✓ Timely and consistent documentation of donor contact and activity information in DPO.
- ✓ Manage a calendar and work plans to assure that development functions are timely, accurate, and comprehensive.

❖ **Communications**

- ✓ Manage writing and planning for donor-targeted **newsletters**.
- ✓ Develop donor acquisition and awareness efforts alongside the Director of Communications using social media campaigns.
- ✓ Work with the Communications team to integrate fundraising and communications strategies to maximize quantity and quality of materials and outcomes.
- ✓ Together with the Communications team, manage the proper use of logos, brand, naming, and recognition opportunities.

❖ **Governance and Strategic Planning**

- ✓ Support the board's development and campaign efforts.
- ✓ Assist in determining development accountabilities for board members and fundraising volunteers.

❖ **Human Resources**

- ✓ Assist with the selection, supervision and evaluation of professional consultants as needed for grant writing, marketing, event planning, public relations, and sponsorship.

- ✓ Sustain related personal education and professional development.
- ✓ Comply with all relevant regulations and laws, maintain accountability standards to donors, and ensure compliance with code of ethical principles and standards of professional conduct for fundraising professionals.

❖ **Events**

- ✓ Create development strategies for and assist in the planning, procurement, and coordination of PICA-WA hosted events.
- ✓ Lead the event creation, management, and coordination of one annual PICA-WA fundraising event.
- ✓ Contribute to the successful production of all annual fundraising and friend-raising events, in-person and online.
- ✓ Support relationship building efforts with external stakeholders and increase the visibility of PICA-WA's mission and programs by attending in-person events hosted by community partners and other stakeholders.

WORK EXPERIENCE REQUIREMENTS

- ✓ A demonstrated commitment to our mission, vision, and values.
- ✓ Experience in and/or working with diverse Pasifika communities which include Micronesian, Polynesian and Melanesian communities.
- ✓ Experience in and/or working with folks of different abilities and neurodiversity.
- ✓ Experience supporting and working with people navigating trauma and/or in crisis.
- ✓ Strong racial and social justice analysis rooted in Pasifika values and principles.
- ✓ Highly developed interpersonal skills, including excellent oral, written, and listening communication; strong candidates will have additional languages skills.
- ✓ Ability to think strategically while paying attention to detail and meeting deadlines.
- ✓ Personal qualities of integrity, credibility, and passion for improving the community PICA-WA aims to serve.
- ✓ Excellent organizational skills, such as convening meetings, scheduling, and note taking.
- ✓ Experience with project management, event planning, and event coordination.
- ✓ Knowledge and experience to identify social justice issues and be culturally responsive with an equity, diversity, and inclusion framework.
- ✓ Demonstrated ability in planning and coordinating across multiple parties to adhere to organizational and grant guidelines.
- ✓ Proficiency with Google Suite, Microsoft Office, QuickBooks and ability to quickly learn additional software.
- ✓ Experience researching and writing successful grant proposals.
- ✓ Experience collaborating on a team of people to develop budgets for grant proposals.
- ✓ Requires travel to offsite meetings and a valid driver's license is preferred but other forms of transportation are acceptable if position requirements are met in a timely manner.
- ✓ Ability to attend occasional in-person events outside of regular business hours.

EDUCATIONAL REQUIREMENTS

- ✓ Bachelor's degree in fundraising, marketing, public administration, business, or a related field, or equivalent successful workplace experience.