Since 1995, Powerful Voices (PV) has filled an important niche in and outside schools and the juvenile justice system. We provide social-justice-focused, all-girl* experiences for girl*s of color ages 12-19. Young folx qualify if they reside or attend school in central, southeast and southwest Seattle. Our mission is to create brave spaces with girls* of color to take charge of their own power as leaders, igniting their abilities to confidently express themselves, build community, and act against injustices affecting their lives. *We serve young people who identify and/or have been socialized as girls*.

Powerful Voices is hiring a full-time Donor Relations Manager to work closely with the Executive Director to support development and execution of our donor engagement strategy and fund development plan. Powerful Voices is in a growth phase and we need an energetic relationship builder to take us to the next level. You play an important role in helping our organization to foster a culture of philanthropy, strengthen relationships with existing and new community stakeholders and donors, plan donor engagement events, and stay on top of the administrative tasks that keep our donor network strong. This role is brand new at PV, so the person in this role will have the opportunity to be creative, be curious, and bring new ideas to support the organization’s growth. We are looking for a person who is eager to learn and grow, comfortable communicating and working with people of many backgrounds, and likes to exercise creativity and initiative around money and fundraising.

At Powerful Voices, we are very aware that fundraising and development systems are set-up to recognize individuals who benefit from inherited wealth and to reinforce power structures that perpetuate privilege. We want the new person to positively think about resources, to build bridges for funders to our work, to re-message the historical narratives around money, and to be comfortable building sustainable fundraising models to support this work. Thus, the Donor Relations Manager would need to reflect these values and beliefs and comfortable with the idea of philanthropy and fundraising, as well as be open and willing to creating norms and practices that align with our values of social justice, anti-racism, anti-oppression, inclusion, and equity.

We think it’s important to state that candidates do not need to have a long history or background in donor development or fundraising; instead we are looking for candidates who love to build relationships, are comfortable speaking about money and fundraising to donors, can articulate PV’s vision clearly when speaking to funders, can manage and execute all of the small and large tasks needed to advance a big strategy, and have a desire to see social justice movement infrastructure well-resourced and resilient. If you believe this is the position for you, then we encourage you to apply! We encourage you to call us at 206-860-1026 if you have questions about this position or whether you are a good fit.
I. Primary Responsibilities include but are not limited to the following:

**Resource Mobilization (30%)**
- Support the ED and others in creating and implementing a clear diversified fund development plan (with a focus on multi-year unrestricted funding)
- Regularly engage and support board of directors in their development efforts (ex: facilitate use of fundraising toolkit)
- Research and execute best practices on donor relationships, introducing new concepts for stewarding donors from multiple sectors (corporate, foundations, individuals, etc.) – events, volunteer opportunities, monthly giving programs, etc.
- Oversee and execute donor and funder communications including fundraising campaign letters, new donor letters, major donor letters, and gift acknowledgements
- Evaluate fund development practices regularly and make improvements
- Meet regularly with donors and be able to comfortably talk about fundraising plans, the impact of future donor investments, and what kinds of resources we need

**Strategy and Communications (30%)**
- Support the development of a compelling story that resonates with different audiences and donors
- Craft strategic communications to diverse donor audiences
- Work to demystify culture of fundraising
- Represent PV at events as a public speaker and organizational ambassador
- Foster a culture of philanthropy within the organization and amongst our community stakeholders

**Event management (25%)**
- Lead event logistics for multiple events. Support 1 spring and 2 fall events via theme, sponsorships, logistics, catering, RSVPs, attendance
- Contribute to brainstorming and executing events targeting donors (creative panels, thank you events, etc.) as well as events that are authentic for young folx (movie screenings + panel, self-care day, etc.)
- Work with partners to collaborate on ideas for fundraising events

**Administrative (15%)**
- Transition donors from an old giving platform to our new one
- Manager donor accounts in Salesforce database and follow up with payment processes, including troubleshooting
- Pull reports from Salesforce & generate queries / retrieve data for reports + analysis. Generate standard and requested reports for tracking progress of development efforts
- Provide a warm, friendly, and positive experience for all donor interactions
- Update the website re donor strategy, donor events, and updates

III. Skills & Experiences
Passion for the mission and vision of Powerful Voices.
Committed to cultural responsiveness with a strong social, racial, gender and economic justice framework. Willingness to work on individual areas of privilege and oppression and self-care.
Self-starter and energetic person with the ability to gracefully manage deadlines, priorities, and multiple projects.
Ability to work independently and to work as part of a collaborative and highly relational team.
Willingness to support messaging that highlights young people’s agency, decision-making, and to ability to co-create solutions.
Strong written and oral communication skills, openness to giving and receiving feedback, and conflict resolution.
High value in sustained practice of self-care.
Strong track record of program leadership and coordination including budget monitoring and project management.
Proficient in using donor database software and other online cloud software.
Willingness to undergo a criminal background check (state and national). Depending on the offense, the results of the criminal background check will not prevent an offer of employment.
Bachelor’s degree or equivalent work experience preferred.

IV. Schedule: This is a full-time (1.0 FTE), non-exempt position at 40 hours/week. The schedule is generally from 9:00am-5:00pm, however the Donor Relations Manager might be asked to adjust their schedule occasionally for evening/weekend work. Powerful Voices does allow employees to do some work remotely to do administrative work, with approval from supervisor.

V. Salary and Benefits: The salary range for this position is $41,000 - $47,000 (this is equivalent to $19.71- $22.60/hour).
- Medical & Dental: Powerful Voices provides full medical/dental/vision benefits for employees who work full-time.
- Holidays & Time Off: 16 paid holidays a year and Paid Time Off (PTO) for full-time employees.
- Driving: Employees who use personal vehicles for Powerful Voices’ business will be reimbursed at a standard rate and/or Powerful Voices will reimburse employees for utilizing public transportation. Employees will also receive support for car maintenance (e.g., oil change) depending on number of miles driven.
- Professional Development Trainings: PV has a separate fund for each staff member to attend a certain amount of trainings and workshops that staff find relevant to professional growth
- Trauma Stewardship: hour-long monthly meetings and one-on-one quarterly meetings with our Trauma Stewardship counselor to process through life, work, second-hand trauma with young folx, etc.
- Wellness Fund: $200 a year to spend on activities or objects that you use to keep yourself well
- Self-Care: 4 personal hours of self care per month that will be counted as work hours
VI. Limitations and Disclaimer: The above job description is meant to describe the general nature and level of work being performed; it is not intended to be construed as an exhaustive list of all responsibilities, duties and skills required for the position. The team member may be required to perform duties outside of their normal responsibilities from time to time, as needed.

VII. How to Apply:

● All applications must include (all in ONE PDF document):
  o Resume
  o Cover letter – please include as specifically as you can why your skills and experience are a good fit for this position
● Applications will be received by email. Email applications to info@powerfulvoices.org with Subject line: “Donor Relations Manager/YOUR NAME”
● Please make note of the following dates: If you are selected for an interview, we will be conducting in-person interviews between June 7 - June 12. The ideal start date for this position is in early July.

**Application deadline is May 31, 2019 at 5:00pm Pacific Daylight Time (PDT)**

*Powerful Voices is an Equal Opportunity Employer. People of color, people who have been socialized and/or identify as womxn, people of all gender identities, and LGBTQ folx are strongly encouraged to apply.*

*If you think you’d be a good fit for this position, but have some questions about your application, your skills, or the job description, please call us and ask at (206) 860-1026.*

*For further details about Powerful Voices’ mission, vision, and work, please visit [http://powerfulvoices.org/](http://powerfulvoices.org/)*