



Title: Development and Events Manager

Reports to: Executive Director

Type: Full-time, exempt

Salary: \$78,000-\$85,000

Application deadline: Open until filled, priority consideration Sept. 14

Location: Anywhere in WA

Position Summary: This position will help grow the resources that power the Housing Alliance's mission to ensure everyone in Washington has a safe, affordable place to live. This role blends relationship-building with donors, sponsors, and community partners with the behind-the-scenes work that makes fundraising successful. From managing giving campaigns and events to stewarding donors and supporting grant opportunities, this role plays a vital part in connecting people to our mission and strengthening the movement for housing justice.

About Us: The Housing Alliance changes public policy so that people in Washington of all races, ethnicities, abilities, genders, and identities can live in safe, healthy homes they can afford. We do this through educating decision-makers, organizing, and amplifying the voices and priorities of people and communities most impacted by housing instability and homelessness.

Our vision is an equitable and racially just Washington where each and every one of us lives in a healthy, affordable home in a thriving community of our choice.

The Housing Alliance does not maintain an office, so this is a fully remote position that can be based anywhere in Washington state. We are not considering applicants based outside of Washington state for this role, unless you can quickly relocate to WA (relocation assistance not available).

Essential Responsibilities:

Individual Giving (25%)

- Support the implementation of a growing individual donor program
- Track outreach and cultivation for major donors and support the engagement of a personal portfolio of donors
- Lead our acknowledgement process to make sure donors feel connected and appreciated
- Coordinate, implement, and evaluate giving campaigns including mailings, email appeals, and one to one donor outreach
- Draft persuasive fundraising emails and mailers that inspire people to give

Sponsorship (20%)

- Manage sponsor solicitation and tracking for Housing Alliance events and programs
- Execute sponsor benefits and recognition and build and maintain relationships with sponsors

Grants and Foundations (20%)

- Maintain grant calendar to coordinate submission of grant proposals and reports
- Perform prospect research to identify new grant opportunities
- Assist with grant report and proposal drafting, as needed

Development Administration (15%)

- Process contributions and payments
- Perform data entry and database management as necessary
- Provide periodic reports and analysis on giving campaigns, donor trends, and maintain an up-to-date revenue dashboard
- Provide support for board Resource Development Committee

Events (10%)

- Manage annual member meeting logistics
- Support annual Housing and Homelessness Advocacy Day and other community-based events as needed
- Collaborate with Executive Director and Deputy Director to plan and execute other donor and member events

Other (10%)

- Participate in staff meetings, training, and retreats
- Participate in organizational equity and racial justice work
- Other duties as assigned

This job description is not intended to represent an absolute or final list of all elements, activities, or duties of the job. The statements above are intended to describe the general nature and level of work performed by the person in this position. Time percentages are estimates and may change based on the needs of the organization.

Who We're Looking For:

We are looking for someone who is detail oriented, highly organized, and proactive in managing their work. The successful candidate will be excited about developing and stewarding relationships with Housing Alliance supporters and passionate about our mission.

Our staff and board are fully committed to equity and racial justice at all levels of our work, and we are looking to bring on a new team member who shares that commitment and who also has a commitment to self-reflection, personal growth, and contributing to a multicultural team.

Qualifications:

The strongest candidates will have many of the following qualifications:

- 3+ years' employment experience in nonprofit development and fundraising
- Strong writing skills with the ability to craft compelling donor communications and fundraising appeals
- Excellent organizational and project management skills, with the ability to manage multiple priorities and deadlines

- Strong relationship-building skills, with the ability to engage donors, sponsors, and partners with warmth and professionalism
- An understanding of structural and institutional racism and a strong commitment to undoing racism and other forms of oppression
- Comfort using Microsoft Office products and CRM tools, including confidence with Excel.
- Flexibility to support occasional evening or weekend events
- Ability to travel throughout Washington, including overnight, several times per year

Preferred

- Experience with fundraising for policy advocacy and/or political work
- Experience with event planning and logistics
- Familiarity with affordable housing and homelessness issues, or with Washington state policy and advocacy
- Comfort with basic design tools (such as Canva) for donor communications
- Experience engaging board members or volunteers in fundraising

Salary: Starting salary of \$78,000-\$85,000 per year depending on experience. Please note, since data shows that negotiating salary can lead to inequitable outcomes for women and people of color, we extend a salary offer within our range, based on a candidate's experience, and do not negotiate.

Benefits: Our benefits package includes health, dental, and vision insurance with 100% employer-sponsored premiums; employer-sponsored life insurance; 5% employer contribution to SEP IRA retirement account after six months; health care/childcare flexible spending account; 3 weeks paid vacation, 3 personal days, and 11.5 holidays including 1 personal holiday annually; paid sick and safe leave; and an employee assistance program.

To Apply: Please send a resume and a short cover letter summarizing (1) your relevant experience, (2) why you are interested in this position, and (3) how you would bring a commitment to equity and racial justice to this position to jobs@wliha.org. We also request that you complete our voluntary, anonymous [demographic survey](#) to help us improve our hiring processes. No phone calls, please.

To request accessibility accommodation during the hiring process, please email jobs@wliha.org.

The position is open until filled. We will give priority consideration to applications received by **September 14**. We will follow up as applications arrive in hopes of making an offer by October 6.

We are committed to providing equal opportunity for all employees and applicants. We value and desire a diverse workplace and strongly encourage Black, Indigenous, and people of color, LGBTQIA+ people, people with disabilities, and people who have experienced homelessness or housing instability to apply.