



## Development Organizer

**Job Title:** Development Organizer

**Position Status:** Full-Time, exempt, permanent position

**Starting Salary:** \$50,000\*

**Location:** Seattle, WA (currently remote)

**Direct Supervisor:** Co-Executive Director for Operations and Development

**Priority Deadline:** May 28th, 2021

*\*This job is part of a collective bargaining agreement with the International Union of Painters and Allied Trades, District Council 5 based in Seattle, Washington. The complete terms of the collective bargaining agreement, including salary, are not yet ratified.*

### About Us

The Washington Bus is a statewide movement building organization that increases the civic and political access and participation of young people. We focus our resources on empowering young people of color, LGBTQIA+ youth, first generation college students, and young people from working class and immigrant communities. We activate our generation through voter education, civic participation, and hands-on democracy, and work to put the young people most often excluded from the political process at its center.

We focus our work through three core areas:

- **People.** We invest in developing the skills and opportunities of young people, whether they are first-time volunteers, new voters or effective legislators;
- **Participation.** We register thousands of young people to vote, educate them on the issues, and turn them out to vote; *and*
- **Policy.** We see good legislation and policy as both an opportunity for young people to learn about civic life and a necessary tool for moving Washington forward.

### About the Position

The Washington Bus seeks a **Development Organizer** to work with the Co-Executive Director for Operations and Development and Bus Board members on all fundraising efforts and donor database management. The successful candidate will lead on tasks related to the organization's combination of foundation support, individual donors, a monthly membership program, fundraising events throughout the year, and corporate sponsorship cultivation.

The ideal candidate will have fundraising and communications experience or a strong desire to learn and build these skills. The Washington Bus intends to deeply invest in the professional development of this position so they can grow and develop within the organization.

## Temporary Remote Work Requirement

Washington Bus employees will perform their duties and responsibilities remotely at least through September 6th, 2021 in compliance with local and state COVID-19 restrictions.

The Bus will provide employees with a work-issued laptop and support to ensure a workspace with an internet condition where all can reliably perform work. We consider employee safety a top priority and plan to continue monitoring COVID-19 conditions before returning to our office in the Capitol Hill neighborhood of Seattle, Washington.

## Duties and Responsibilities

### Department Coordination and Administration

- Further develop and implement donor campaigns, such as GiveBig Washington and the year-long “Friends with Benefits” monthly donor campaign;
- Retain and steward new donors through donor campaigns and call time;
- Work alongside the Co-Executive Director of Operations and Development to evaluate progress, track donor campaigns, and prepare materials;
- Engage the Co-Executive Director of Operations and Development in stewarding and soliciting new groups of donors while overseeing a small portfolio of donors through the monthly donor campaign; *and*
- Support the Bus team through engaging in program and development events; *and*
- Work alongside the Co-Executive Director of Operations and Development to create timelines for important projects.

### Events, Outreach, and Communications

- Plan and execute logistics for six or more events, which includes collaborating with other staff in recruiting and managing volunteers;
- Assist in material development and marketing for key organizational fundraising documents and external communication;
- Work with the Co-Executive Director of Operations and Development to build new strategic partnerships with a variety of influences, including individuals from labor unions, elected offices, foundations, nonprofit organizations, and businesses; *and*
- Develop an online fundraising plan using social media platforms and advertisements.

### Research and Grants Management

- Collaborate with the Co-Executive Director of Operations and Development in writing and reporting on ten or more grant applications each year; *and*
- Support the Co-Executive Director of Operations and Development to prospect new funders, including individuals and foundations.

### Database Management

- Track and maintain detailed records in NGP VAN and EveryAction of all former, current, and prospective major donors.

## Key Qualifications and Experience

- Ability to build strong-relationships while networking and growing strategic partnerships;
- Proven track record of setting and meeting ambitious fundraising goals;
- Experience in fundraising event coordination and planning;

- Confident in staying on top of details and moving pieces;
- Experience working with communities of color and grassroots organizations;
- A strong commitment to Racial, Gender, Economic, and LGBTQIA+ Justice while dismantling oppression in the workplace; *and*
- Excellent written and verbal communication skills.

### **Preferred Qualifications**

The following additional qualifications are desirable, but not required:

- Some familiarity with nonprofit legal structures of 501(c)3s and 501(c)4s;
- Proficiency in Voter Action Network (VAN) and EveryAction;
- Knowledge and experience with WordPress; *and*
- Interest in design or experience with Canva or other design software.

We seek candidates who describe themselves as:

- High energy with a funny personality;
- A self-starter who shows strong initiative;
- Flexible and able to thrive in a fast-paced campaign environment;
- Committed to grassroots democracy;
- Passionate about cultivating young leaders and advancing a progressive agenda; *and*
- Committed to the Bus's mission of engaging young people in the political and civic process.

### **Benefits, Logistics, and Compensation**

The Washington Bus seeks to cultivate a diverse and inclusive workplace. Women, Black Indigenous People of Color, individuals with disabilities, immigrants, LGBTQIA+, and candidates who represent the diversity and lived experiences of communities with which we work are strongly encouraged to apply. Qualified applicants are considered for employment without regard to age, race, color, religion, sex, national origin, sexual orientation, gender identity, disability, veteran status, or any other class protected by law. Assistance and/or reasonable accommodations during the application process are available to individuals upon request.

#### **Compensation**

\$50,000 annually depending on experience. The Bus offers a comprehensive benefits package, including ORCA pass, 100% employer paid premium for medical/dental/vision coverage, generous paid-time off, and a flexible work environment with opportunities for professional development. This job is part of a collective bargaining agreement with the International Union of Painters and Allied Trades, District Council 5 based in Seattle, Washington. The complete terms of the collective bargaining agreement, including salary and compensation, are not yet ratified.

#### **Location**

Our office is based in Seattle, Washington, but currently all of our staff are working remotely. Consideration will be given to applicants who can relocate to Seattle in the near future if you don't already live in Seattle.

**Travel**

This position requires regular travel throughout Puget Sound and occasional travel throughout Washington State. A valid driver's license and reliable transportation is required. This position sometimes requires evening and weekend work.

**Application Instructions**

Candidates can apply to the position at [bit.ly/BusDevOrganizer](https://bit.ly/BusDevOrganizer). Applications submitted by **Friday, May 28th, 2021** will be given priority consideration. Candidates who move forward in the application process may be asked to complete a short assessment. Interviews will be scheduled on a rolling basis, and this position will be open until filled.

If you have any questions, please reach out to Aryon Shahidzadeh, Operations Manager, at [Aryon@WashingtonBus.org](mailto:Aryon@WashingtonBus.org).