



We are a Catalyst- educating and uniting diverse, collaborative leaders to ensure a vibrant Spokane.

801 West Riverside, Suite 220, Spokane, WA 99201 509.321.3639 www.LeadershipSpokane.org

Position Profile: Development & Events Officer

Position Summary: Act as a critical liaison between Leadership Spokane and our donors, sponsors, and other key constituents. This position assists the Executive Director in establishing and implementing the annual fundraising plan, giving strategies and tactics, including individual, corporate, foundation, major gifts, planned giving and other non-event donations.

Partners with Marketing and Communications Manager planning and implementing marketing programs and special events to maximize prospect/donor engagement. Must have a keen eye for detail and a collaborative spirit.

Must be flexible; have a positive, can-do attitude; and have a strong desire to work in a non-profit focusing on building community. This position requires an outgoing, organized, and professional team player with outstanding interpersonal skills and the highest level of professionalism. Must have a sincere belief in the Leadership Spokane mission and the organization as well as ability to demonstrate and communicate the mission internally and externally. The Development & Events Officer should also be a dynamic person with sales or development experience interested in being a self-motivated part of a thriving non-profit organization.

Key Accountabilities:

Implement major giving and planned giving fundraising strategies, including in-kind opportunities, to grow the Leadership Spokane endowment and broadly support the organization. Assess potential funders to develop and oversee a strategic plan for growth, particularly for fundraising events and contributions. Develop and manage the fundraising pipeline, including prospecting, calls/meetings, pitches, and close. Assist with the development of publications, campaigns, and presentation materials to generate funds for program. Regular review of professional publications to enhance organization's community connections.

Administration:

- Work with Executive Director to develop annual fundraising plan
- Research and propose possible new fundraising opportunities to benefit Leadership Spokane
- Assist in management and development of the Leadership Spokane donor database. Study and evaluate giving records according to donor types and trends to determine opportunities to enhance relationships with donors
- Execute donor retention strategies with lapsed and new donors
- Develop fundraising and in-kind support for the programs. Experience seeking and cultivating relationships leading to increased funding
- Develop strategic fundraising and new potential revenue generating programs



- Compile profile information on individual, corporate, foundation and other prospects to review with Executive Director
- Track sponsorship calendar and renewal dates
- Develop and execute engagement strategies for board members and former board members
- Research grant agencies and foundations to identify sources of funding whose philanthropic interests coincide with the organization's mission and establish awareness of the organization and its activities among key personnel of those philanthropic entities
- Act as a liaison for Leadership Spokane at community awareness events
- Other duties as assigned

Programming & Events:

- Manage catering, book location, and secure supplies for primary events. Assist with workshops for alumni and other business leaders
- Assist with supporting the recruitment for the Youth Program
- Support events for membership of the alumni association
- Assume primary responsibility for planning annual Gala, Commencement, and other events

Community/Alumni Relations:

- Support communications/marketing plan to foster advocacy and increase name and mission awareness; publicize the programs of Leadership Spokane. Collaborate with Marketing & Communications Manager to develop publications, campaigns and presentation materials to generate funds for program
- Engage with alumni of the program, raise the awareness and stature of alumni association
- Maintain and disseminate contact database
- Ability to organize, motivate and lead volunteers to success through event committees.
- Collaborate with the various partners to provide strategic opportunities to increase fundraising abilities

Requirements:

- Primarily works in the office, with occasional remote work, under special circumstances
- One to three years in a development or sales position
- Strong connections in the Spokane business community preferred with a highly successful history of revenue generation
- Proficiency in donor databases or customer relationship management databases is preferred
- Communication/presentation and customer service skills preferred
- Bachelor's degree in business administration, communication, marketing, or equivalent work experience preferred
- Highly organized, creative, energetic team player
- Ability to see change as an opportunity rather than an obstacle
- Positive, confident, and diplomatic for interaction and collaboration with varied constituents, including staff, donors, prospects and businesses

**Skill Qualifications:**

- Interpersonal skills; high degree of poise and tact to represent Leadership Spokane
- Communication skills: listening, speaking, writing, marketing
- Proven fundraising ability
- Skills in volunteer management
- Event planning and coordination experience
- Computer proficiency, including email, Microsoft Office products (especially Word & Excel), and other databases

Work Environment:

- The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
- Exposed to typical office environment conditions and noise levels. Occasionally required to travel to local events, meetings, or training by car; may also occasionally travel out of the area for meetings, events, or training opportunities by car or air. Regularly scheduled to work 40 hours per week; occasionally required to work more than 40 hours per week to meet deadlines, finish assignments, or attend events and meetings.

Physical Demands:

- The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
- While performing the duties of this Job, the employee is regularly required to sit, use hands to finger, handle, or feel, reach with hands and arms, and talk or hear. The employee is occasionally required to stand, walk, stoop, kneel or crouch.
- The employee must occasionally lift and/or move up to 25 pounds.
- Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception and ability to adjust focus.

Reports to: Executive Director

Benefits: medical, dental, vision, basic life insurance and AD&D long-term disability insurance, employee assistance plan, paid vacation & sick leave, holidays, retirement plan, and parking stipend

Salary: \$23-\$30 per hour DOE – This position is full time, hourly, non-exempt.

Note: Because Leadership Spokane employees work with minors and handle confidential and consumer information, a background check is required.



Application Process: send cover letter and résumé to:

Executive Director
jriley@leadershipspokane.org
Leadership Spokane
801 West Riverside, Suite 220
Spokane, WA 99201

Leadership Spokane respects the dignity of individuals and is committed to equity in all of its programs, services, and events. Leadership Spokane is consciously and proactively welcoming of all facets of diversity including, but not limited to, race, ethnicity, national origin, ancestry, gender, sexual orientation or identity, religion, age, socioeconomic status, marital status, language, disability, political opinion or immigration status. Leadership Spokane encourages you to join us in supporting this policy through leadership and personal example.