



## Position Announcement

**Title:** Development Associate

**Description:** The Development Associate manages fund development activities under the supervision of the Director of Development. Primary responsibilities are to lead the planning and execution of the Encompass Spring Event, and provide support for the Encompass Autumn Gala. This position is also responsible for additional fundraising activities and support for donor stewardship and community outreach.

### **Specific Duties:**

#### **Lead Responsibilities:**

- Spring event program; secure keynote speaker and honorary chair; site and vendor coordination; event sponsorship; assist with Challenge Fund; audience development; event promotion; event program; post event evaluation; accurate and timely donor acknowledgement; and manage event budget.
- Promote corporate matching gifts for all donations
- Fall annual campaign activities including mailing campaigns, social media campaigns, and subsequent donor acknowledgement
- Small business fundraising partnerships
- Donor acknowledgment and reporting
- United Way Fall Giving Campaign for staff
- Special projects as assigned
- In collaboration with the Director of Development, set yearly fundraising goals to meet the annual budget
- Participate in professional development conferences, events and support groups
- Accurate and timely data entry
- Represent Encompass at community and networking events

#### **Support Responsibilities:**

- Autumn Gala support activities to include silent auction, wine and raffle procurement; décor; data entry; volunteer management; and assisting with the Family Speaker, post-event evaluation and donor acknowledgment.

**Hours/Schedule:** 35 hours per week

**Salary:** \$18.93-26.51, DOE

### **Qualifications:**

#### **Required:**

- Bachelor's degree, or equivalent

- 3 years demonstrated experience in field supporting required skills/responsibilities
- Interpersonal skills
- Strong communication and presentation skills
- Strong organizational skills, highly detailed
- Computer skills (Word, Access, Excel)
- Ability to work independently and in a team
- Ability to work well under pressure

**Preferred:**

- CFRE
- Knowledge of Snoqualmie Valley Community

**Send resume/application to:** Send resume/application to: Kristin Webb, Director of Administration, Encompass, 1407 Boalch Ave NW, North Bend, WA 98045 or email resume to [employment@encompassnw.org](mailto:employment@encompassnw.org). No phone calls, please.

*Encompass is an Equal Opportunity Employer. Qualified applicants receive consideration for employment without discrimination based on gender, marital status, race, color, religion, national origin, age, or the presence of a non job-related medical condition or handicap.*