POSITION: Senior Development Associate

TYPE: Full-Time, Exempt, Salary

LOCATION: Hybrid; based in Whatcom County

REPORTS TO: Director of Development

The Opportunity – Join a dynamic mission-oriented team passionately committed to helping create a Whatcom County where everyone who lives here thrives. We work to create conditions for inclusive prosperity through research, advocacy, and adaptation. We invest in structures, systems, community learning and skill-building to increase resilience. We attract and deploy resources which allow us to launch impactful projects and programs, to make impact investments and grants, and give scholarships. Join us in our work to cultivate neighborliness, lift community voices, and invest in equity and hope.

Our Culture – We value relationships, equity, diversity, inclusion, curiosity, integrity, creativity, stewardship, and courage. We are responsible risk takers in pursuit of making life in the many communities of Whatcom County better for everyone. We keep communities' aspirations at the center of our work and strive to create an environment that utilizes community members' knowledge, skills, expertise, and passion.

Position Summary – The Foundation's Senior Development Associate is an essential role to the success of the organization. This position will help create and implement the Foundation's annual development plan, as well as actively participate in all aspects of the engagement and gift cycle. This position will thoughtfully engage with various community stakeholders, as well as foster current - and develop new – relationships. The core of this position is to work with the intention of connecting people, resources, and ideas.

Equity – The Foundation is committed to justice, equity, diversity and inclusivity (JEDI). We strongly encourage people of color, transgender, non-binary, LGBTQ, differently abled, and all (adult) ages, apply. The position requires a personal interest and commitment to working in a diverse and inclusive work environment that places a high value on innovation, and respect. All staff participate in equity trainings and serve on related work groups as needed.

This May be the Position for You If You…

- Have an outlook of continuous improvement (i.e., the ability to reflect and act on ways in which you can learn, grow, and improve your performance), positivity, a desire to seek best practices, and are a self-starter.
- love to meet new people and make new connections—or are already immersed in civic or volunteer work in our community and love building and being in relationships with a diverse range of people.
- have strong written and oral communication skills that allow you to effectively communicate to various constituent groups.
- think creatively and like to act on new opportunities.

- have a positive, can-do attitude; and if you don't know something you will either ask or figure it out.
- thrive on managing multiple tasks effectively—and database maintenance or mail merging doesn't scare you.
- have an outlook of continuous improvement (i.e., the ability to reflect and act on ways in which you can learn, grow, and improve your performance), positivity, a desire to seek best practices, and are a self-starter (yep … it's so critical we've listed it twice)
- want to help make decisions that will improve our community, and you have the courage to join us in constructively striving to be a better neighbor and partner.
- are authentic, have high integrity, and your leadership style motivates people to work hard while having fun.

Key Responsibilities

- Collaborate with other Community Foundation team members to lead, plan, implement, and continually refine meetings, events, services, programs, projects, and products that work to meaningfully engage donors in their philanthropy, with the Foundation, and with each other, in ways that will maximize resources and expertise to meet community needs.

- Participate in all aspects of the engagement and gift cycle – initiate contact with potential donors/partners, develop appropriate cultivation strategies, help donors in selecting charitable giving products that complement and enhance charitable goals and maintain stewardship contact.

- Strengthen the Community Foundation's base of professional advisor partners, including existing relationships; encourages client referrals through a mix of individual meetings, education seminars and other events.

- Partner with Community Foundation team members and volunteers to plan and implement in-person and virtual events for stakeholders. Devise creative solutions with constrained resources using a combination of philanthropic best practices and individual innovation.

- Participate in Community Foundation and broader community events to learn about community opportunities and current issues, enhance awareness about the Foundation's mission and partnerships as well as help foster and deepen our community's collective culture of philanthropy.

- Work to center our shared commitment to JEDI in all aspects of the work detailed above. Seek opportunities to foster inclusivity and belonging, advocate for pro-community solutions that respect diverse experiences and perspectives; and engage in continued learning and support/promote all internal and external partner learning.

Position Qualifications

- Minimum of 2 years of experience in the nonprofit sector, development, or other relevant experience.
- Ability to use Microsoft Office 365, additional experience with databases preferred.

- Proven track record of establishing effective working relationships in a multi-cultural, multi-ethnic environment and interacting positively with a diverse range of people.
- Must have the ability to be flexible and successful within a changing environment and with evolving demands.
- We are looking for someone to join our team who is highly collaborative and has the humility to take on any task at any time. Philanthropy is a team sport, and we value flexible, adaptable, kind people who can play many roles.

Salary and Benefits – The annual compensation for this full-time, exempt position includes a package of benefits including medical, vision, dental and retirement (vested at 10% after the first year of employment). Paid time off includes 15 days of vacation, sick leave, and 11 holidays. The starting salary range for this position is $62,000 - $68,000 annually. Full-time hours may include some evening and weekend work.

Application Process – To apply for this position, please complete the application form and submit your cover letter and resume. The position will remain open until filled. If you have questions regarding the position or the application process, contact: jenn@whatcomcf.org. First round interviews with qualified candidates will begin in mid-March.

Physical Demands/ Work Environment – The physical demands and work environment described are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodation may be made to allow differently abled individuals to perform the essential functions. While performing the responsibilities of this job, the employee is frequently expected to move throughout the Foundation offices, move tables and chairs to set up for meetings, and use/operate office-related equipment. Currently, our team members are working a hybrid schedule, with a set schedule and various in-person meetings at the Community Foundation office in Bellingham.

Equal Opportunity Employer – The Whatcom Community Foundation is committed to the principles of equal employment opportunity and compliance with all federal, state, and local laws concerning employment discrimination, including the Americans with Disabilities Act. To this end, the Community Foundation ensures equal opportunity to all employees and applicants regardless of race, color, age, gender identity, sexual orientation, religion, marital status, national origin or ancestry, citizenship, lawful alien status, physical, mental, and medical disability, veteran status, or liability for service in the United States Armed Forces.