



JOB POSTING

Title:	Development Associate
FLSA Classification:	Exempt
Pay Range:	\$57,000 - \$65,000

Overview

Who We Are

Ronald McDonald House Charities of Western Washington & Alaska offers the comforts of home and support services to families of seriously ill children near the medical care they need. We are a non-profit with a long history of effective programming and fundraising success. In 2022, we expanded our Seattle facility, adding 25 more rooms for families and reducing our waiting lists. More families means more expenses and an increased need for fundraising, and that is where you can come in!

We have an exciting opportunity for someone interested in working with a seasoned staff to build and strengthen all facets of their fundraising experience AND to be part of a great cause. In 2024, our development team will be focused on using technology to strengthen our fundraising work. That means the work of the Development Associate will be key to our success.

Who you are

The ideal candidate is excited for a growth opportunity to work in a collaborative team and learn/grow their fundraising skills and knowledge alongside seasoned staff. They are experienced working in Raiser's Edge NXT and have the capacity to quickly understand and integrate new features and database updates into their work. They are passionate about high integrity donor data and motivated to use data to help our team reach fundraising goals. They are detail oriented. They possess the interpersonal skills to provide excellent customer support to our donors and interact with different departments at RMHC to successfully complete shared work and achieve organizational goals. They are successful working on deadlines and managing work independently.

JOB SUMMARY

Initially, we are looking for someone who can help us maximize our use of Raiser's Edge NXT. This person will help us ensure the integrity of our donor data, fully migrate to Raiser's Edge NXT, and use best practices to automate our data entry and acknowledgement work.

Once this work is in process, we anticipate time will be freed up so this position can focus on projects like donor prospecting, employee giving, grant prospecting/writing, supporting monthly donors, and helping us build a mid-level donor program. This is a position with opportunity for growth and learning at every step.

This is a full-time exempt position reporting directly to the Director of Development – Strategic Initiatives.

PRINCIPAL DUTIES AND RESPONSIBILITIES

In your first 6-12 months with RMHC, you will focus on maximizing technology to ensure fundraising success. Principal duties and responsibilities will include:

Database Management:

- Responsible for managing, maintaining, and preserving the integrity of the RMHC donor database, RE NXT.
- Conduct regular data audits to lead database hygiene and maintenance efforts.
- Become the RE NXT expert for RMHC.
 - Identify opportunities to maximize the database's functionality for our organization's success.
 - Identify education opportunities for our staff to take their database usage to the next level.
 - Create and document protocols and procedures for best database practices

Gift Processing and Acknowledgements:

- Accurate and timely gift processing and data entry of all donor and gift information.
- Accurately prepare and review all gift acknowledgment letters/tax receipts and tribute notifications.
- Provide notification and weekly reporting of gift receipts for the Development team and other staff stakeholders.
- Maintain data, donor, guest, and partner confidentially.

Data Analysis

- Generate customized reports, queries, and mailing lists for the needs of all fundraising projects as well as for print and virtual communications.
- Create and run analytic reports to support the Development team's efforts to raise money and track success.
- In collaboration with the Director of Development – Strategic Initiatives, create and maintain a fundraising dashboard that will track progress and success.

Financial

- Monthly reconciliation of all donations in conjunction with the Finance Director to ensure cohesion between QuickBooks and Raiser's Edge.
- Work with the Finance Director to support inquiries and reporting requests during the annual audit, budgeting process, and other times as needed.

Administrative

- Field phone calls and problem-solve while providing excellent service to our stakeholders.
- Become familiar with all aspects of the RMHC organization and be able to speak about it with donors. The Development Department provides tours to volunteer groups that come to the House. This position will be expected to join in that work.
- Participate in special projects throughout the year in support of RMHC.

As key technology projects are completed, your role will shift to make space for the following growth opportunities:

- Lead efforts in donor prospecting to support the formation and maintenance of major and mid-level donor pipelines.
- Collaborate with the Director of Development - Corporate and Community Engagement on employee giving strategy and planning. Act as the daily contact for scheduling employee giving presentations and tabling opportunities. Enthusiastically represent RMHC at employee giving events, in-person and virtually.
- Identify prospective funders for the RMHC grants program. Assist Director of Development - Strategic Initiatives in collecting data and completing grant applications.
- Working with the Communications Manager and the Director of Development - Strategic Initiatives, develop an automated welcome series to engage donors and steward them to their next gift.
- Manage the monthly giving program, including acting as the main point of contact for supporters; creating meaningful acknowledgements, welcome packets, and year-end gift reporting; developing and executing

tactics to grow the program; and identifying potential major donors or legacy giving candidates and move them into relationships with the appropriate development colleague.

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties, or responsibilities that are required of the employee for this job. Duties, responsibilities, and activities may change at any time with or without notice.

ESSENTIAL SKILLS AND ATTRIBUTES

NOTE: The requirements listed below are representative of the knowledge, skills, and/or abilities required. A combination of education and experience may be substituted if it provides the desired knowledge, skills, and abilities to perform the essential functions of the job. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions.

- Two years of related administrative assistant experience in a Development or Advancement Office (experience in higher education, nonprofit, or healthcare setting is preferred).
- Associate degree required, bachelor's degree preferred.
- Experience and proficiency in Blackbaud Raiser's Edge NXT required.
- Computer proficiency in Windows, Microsoft Office, Microsoft Outlook, PowerPoint, and Excel.
- Exceptional organizational skills and ability to prioritize tasks; detail oriented; strong interpersonal skills needed to interact with staff and donors; excellent verbal and writing skills. Excellent proofreading skills required.
- Good project management skills, ability to manage multiple simultaneous projects and deadlines.
- Ability to work as a flexible team member; energetic and self-motivated; ability to learn new software and implement virtual components for events.
- All employees of RMHC Western Washington & Alaska are required to be fully vaccinated for COVID-19, including all boosters recommended by the CDC on day 1 of employment.
- **RMHC requires all employees to be fully vaccinated against COVID-19.**

Here's why you'll love working at RMHC:

Amazing People – We are a collective of dedicated nonprofit professionals, direct service family advocates, social workers, and bilingual housing and facilities teams that make the RMHC House a home away from home.

Caring Environment – Our House is a community where our nurturing staff support and provide services for families who are experiencing unique pediatric medical episodes in their lives; our House sparks joy and celebration to help lighten the heaviness of enduring medical treatments.

Great Location – Our House is nestled in the beautiful Laurelhurst neighborhood of Seattle, WA along the Burke Gilman trail and a short walking distance from Seattle Children's Hospital.

Robust Benefits –RMHC offers generous paid time off that includes 10 paid holidays, 12 sick days, 2 personal days and vacation per our schedule and DOE, 100% employer-paid medical/vision and dental plans, life insurance, and 401(k) retirement savings with an employer match.

Strong History –A Home Away from Home: RMHC of Western Washington and Alaska was established in 1983 with its first House opening in Seattle and serving 22 families. Today we have three facilities in Seattle, including 10 Bone Marrow Transplant Apartments with a total of 105 rooms. Our Anchorage House in Alaska has 34 rooms and is nestled on the 6th floor of the Alaska Native Medical Center's patient housing.

Patients include expectant mothers with high-risk pregnancies as well as pediatric patients and their families.

HOW TO APPLY

To respect the time of our applicants and reduce barriers, we do not require a cover letter. However, we would appreciate a paragraph sharing your understanding of the position and why you are interested in it. We will accept resumes until the position is filled. **Priority will be given to candidates who submit resumes by December 1, 2023.**

Please submit your materials to hr@rmhcseattle.org with Development Associate in the subject.

Ronald McDonald House Charities of Western Washington & Alaska is an equal opportunity employer. We value a diverse workforce and strongly encourage applicants of all backgrounds to apply, regardless of race, color, religion, national origin, sex, age, marital status, sexual orientation, gender identity/expression or disability.