



## Director of Development

### Organization Overview

*FIRST* Washington (*FIRST* WA, [www.firstwa.org](http://www.firstwa.org)) is a regional not-for-profit organization that implements STEM programs in K-12 schools under a partnership agreement with the international non-profit, *FIRST* ([www.firstinspires.org](http://www.firstinspires.org)) as well a locally developed teacher training curriculum. *FIRST* Washington focuses on statewide access to STEM programs for all students, with particular focus on girls, people of color, and rural areas.

*FIRST* and *FIRST* Washington have a shared mission of inspiring young people from kindergarten through high school to innovate and become science and technology leaders through mentor based programs. It is the only integrated program of its kind running from kindergarten through 12th grade. Our programs are designed not only to teach technical skills but also leadership and teamwork. Students build and learn skills in science, engineering and technology and robotics. They also build confidence, develop critical thinking, teamwork and communication skills.

*FIRST* Washington is an equal opportunity employer and we value diversity. We do not discriminate on the basis of race, religion, color, national origin, gender, sexual orientation, age, marital status, veteran status, or disability status.

### Position Overview

The Director of Development's passion, skills, persistence, and commitment to our mission will enable them to identify, cultivate, and secure funding for *FIRST* Washington, as well as advance marketing, communications, and strategic revenue analysis and planning. The Director will work alongside *FIRST* Washington's President, Program department lead, and Director of Finance to define fundraising goals, build and cultivate key relationships, identify and pursue funding opportunities, lead external relations and marketing efforts, and ultimately enable *FIRST* Washington to expand its impact.

The Director of Development will be an active contributor to all steps in the fundraising process, including refining strategy, identifying, qualifying, and managing new funding opportunities, as well as developing strategic relationships. This position will hold responsibility for stewarding both individual and institutional relationships over time and ensuring donors have a positive and inspiring *FIRST* Washington experience.

This individual will help expand access to STEM education in the Pacific Northwest, inspiring young people to be science and technology leaders and innovators.

### Primary Responsibilities

- Participate in strategic planning, including setting near and long-term targets and developing the plan to achieve those targets.
- Collaborate as a member of the Leadership Team to shape the strategic direction of the



organization

- Qualify and cultivate donors across Washington State
- Develop or refine strategy for, and manage FIRST Washington's fundraising events
- Translate big-picture organizational goals to communications materials, grants, and messaging
- Warmly engage a variety of stakeholders including foundations, school districts, state government, individuals, and corporations to identify, steward, and secure their support for and investment in FIRST Washington's programs
- Collaborate with the Board of Directors and especially the Fundraising Committee
- Coach and mentor the Annual Fund and Development Officer
- Ensure that development data is kept up to date and is used effectively
- Develop high quality materials and fundraising pitches for new and existing donors
- Represent FIRST Washington with various partners
- Serve as a key champion for our commitment to transparency and accountability with donors and partners

### Qualifications

- At least 6 years of relevant experience in non-profit fundraising or business development
- Experience in the education sector including work with school districts strongly preferred
- Exceptional communication and interpersonal skills
- Experience with CRM, grant management, or donor management software such as Salesforce
- Excellent organizational skills, self-motivation, and attention to detail
- Extremely high level of trustworthiness, integrity, and work ethic
- Commitment to and interest in the mission and core beliefs of FIRST Washington

To apply: [firstwa.org/careers](http://firstwa.org/careers)