

Position Announcement

Assistant Vice President for Development

Washington Policy Center
Seattle, Washington



Reports To

President and CEO

Organization Profile

Washington Policy Center (WPC) is an independent, non-profit think tank that promotes sound public policy based on free-market solutions.

Mission: WPC improves lives of Washingtonians by promoting high-quality, non-partisan, evidence-based research to advance policy solutions for a better Washington state.

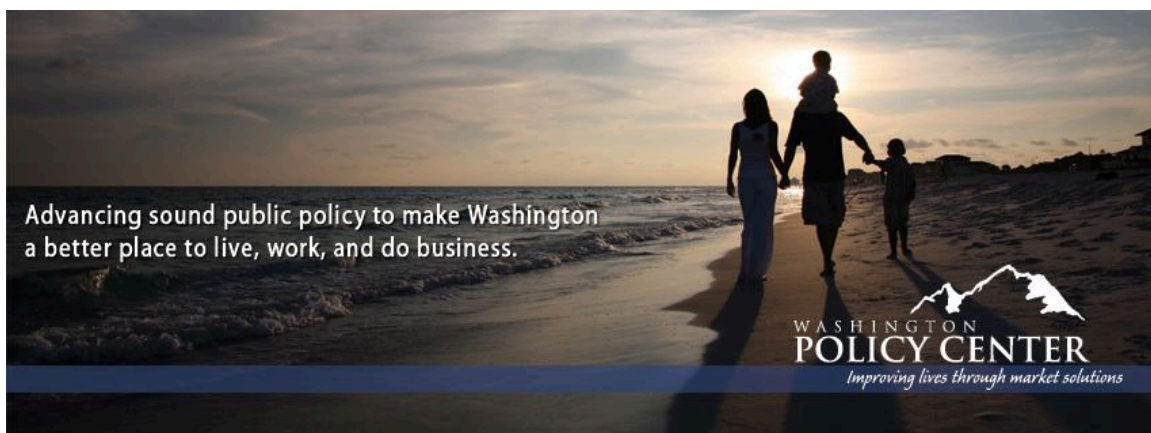
Headquartered in Seattle with satellite offices and full-time staff in Olympia and Eastern Washington, Washington Policy Center publishes studies, sponsors events and conferences and educates citizens on the vital public policy issues facing our region. WPC has an annual budget of more than \$5 million and a full-time staff of 25. Broadcast,

print, and online media throughout Washington and across the nation cover WPC's work regularly and seek out its policy experts for analysis and commentary. In addition, lawmakers routinely invite WPC to testify before legislative committees.

Through its research centers, Washington Policy Center focuses on eight core areas of public policy:

- Agriculture
- Education
- Environment
- Government Reform (budget & taxes, open government)
- Health Care
- Small Business
- Transportation
- Worker Rights

Washington Policy Center believes ideas, supported by sound research and promoted through publications, conferences and the media, over time, create an environment in which policymakers and citizens make sound public policy decisions.



Position Summary

The Assistant Vice President for Development at Washington Policy Center will play a pivotal role in advancing the mission by strategically orchestrating individual and broad-based fundraising efforts, donor acknowledgement and recognition, and empowering a talented team of five committed philanthropy colleagues.

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Reporting to the President & CEO, this hire will be a creative and experienced fundraising professional with a track record in attracting major gifts and corporate partnerships while growing a community of engaged and loyal supporters throughout Washington. The ideal candidate will foster mutually rewarding long-term relationships and help drive successful fundraising campaigns with purpose, urgency, and appreciation for life-changing philanthropy.

Specific Responsibilities

Grow a Comprehensive Inventory of Philanthropic Programs to Attract and Celebrate Donors at All Stages of Lifelong Giving:

- Cultivate, manage and steward active, enriching relationships with major prospects and donors, corporations, and foundations.
- Promote a culture of philanthropy that is transparent, engaging and inclusive of all stakeholders.
- Develop and execute strategies for planned giving, including bequests, trusts, and annuities.
- Grow WPC's Pillar Society, a loyal cohort of contributors at the \$5,000+ level, who make multiyear commitments to provide vital operating dollars.
- Collaborate with the Development Manager to maximize annual giving efforts by identifying and perfecting new channels to reach across Washington's 5.9 million adults and prospective supporters of WPC's free-market solutions to overcoming our state's most significant economic challenges.

Team Leadership and Collaboration:

- Ability to align fundraising efforts with organizational goals.
- Supervise the Development Manager for Annual Giving and Development Services Staff.
- Collaborate with cross-functional teams, including Communications, Research, and Executive Leadership.

Event Planning and Execution:

- Oversee all aspects of event planning, including logistics, budgeting, audience experience, execution and follow-up, with a primary focus on Annual Dinners in the Puget Sound and Spokane that attract more than 1,000 guests and \$1 million in support.
- Coordinate a handful of high-profile programs across the state to engage donors and raise funds.
- In collaboration with the Development and Young Professionals teams, recruit and manage volunteers as needed to support event program objectives.



Industry Metrics and Best Practices:

- Stay informed about fundraising trends, industry benchmarks, and donor engagement strategies.
- In collaboration with the President & CEO, set measurable individual and team goals and evaluate performance against key performance indicators (KPIs). This could include ratio of core portfolio with a strategy, substantive contact reports, total gifts/dollars in pipeline, total raised, etc.

Qualifications

Qualities and experiences that ideal candidates should display include:

- Bachelor's degree in a related field (e.g., nonprofit management, business, communications).
- Minimum of 5 years of successful fundraising experience that demonstrates excellence in moving donors from identification and engagement through solicitation and realization of mutually rewarding philanthropic investments.
- Excellent interpersonal, communication, and negotiation skills.
- Ability to build and maintain strong, sustained external and internal relationships.
- Proficiency in fundraising CRMs/databases and event management software.

Preferred

Preference will be given to candidates that also display one or more of the following:

- 10+ years of fundraising success that includes broad-based annual campaigns, portfolio management and engagements of individuals and institutions, and development of compelling, relevant cases for support.
- Expertise in event planning and execution as a vehicle for creating mission awareness and initiating or advancing philanthropic engagement with pride and purpose.
- Fundraising certification, such as CFRE, or professional memberships that demonstrate a long-term commitment to the field.
- Familiarity with current planned giving vehicles and success in attaining estate commitments from senior stakeholders.
- Success in securing sponsorships and/or grants from both public and private organizations.
- 2+ years of leading people through the motivation and management of engaged teams that embody the institution's values and buy into its mission.
- Demonstrated strategic planning and execution for development success.
- Experience in comprehensive, multiyear fundraising campaigns that reach/exceed their resource goals while elevating awareness and reputation.
- Track record of partnering with researchers to articulate and illustrate real-world impact that changes lives and creates brighter futures.

Memorandum

The salary and benefits are competitive and commensurate with experience and qualifications. Paschal • Murray supports the commitment of our client in encouraging applicants from diverse backgrounds and cultures. As a condition of employment, our client reserves the right to conduct background verification including academic, work, driving, credit, and criminal histories.

Equal employment opportunity is a fundamental principle at Washington Policy Center. WPC is committed to a work

environment in which relationships are characterized by dignity, courtesy, and respect. WPC is committed to nondiscrimination in all business operations. Every position requires certain physical capabilities. WPC seeks to make reasonable accommodations that enable individuals with disabilities to perform essential duties when possible.

The preceding is not intended to describe in detail the multitude of tasks that may be assigned, but rather to provide a general overview of the expectations and responsibilities of this position. As the nature of business demands change, so may the functions of this position. Additional duties and responsibilities may be assigned.

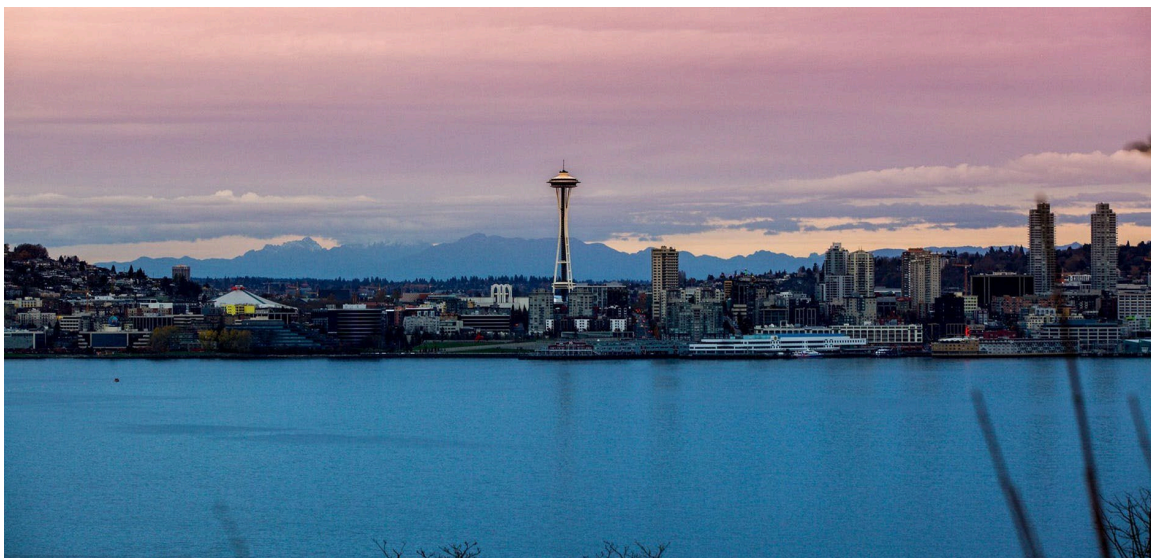
Nominations and applications are welcome. Please send résumé and letter of application as separate documents attached to an e-mail message to:

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