

Development & Outreach Manager

Part-time/flex schedule - Remote or Hybrid in downtown Seattle Office

NoHLA is seeking a dynamic, collaborative leader with a strong passion for development and outreach to raise awareness of our mission and inspire support for our work to make health care more affordable, accessible, and equitable for all Washingtonians. The ideal candidate will be an advocate for our health care goals and play a key role in building relationships with donors, foundations, and key stakeholders.

In this role, you will manage and grow a portfolio of donors ranging from modest donors to six-figure major gifts and grants. With support from senior staff and our fundraising consultant, you'll lead and execute all fundraising strategies and events, while supporting grant sourcing efforts to secure funding. As a positive and visible ambassador for NoHLA, you'll help strengthen our network of supporters and ensure the continued growth and sustainability of our initiatives.

Your Areas of Focus

Donor Management & Stewardship

- Oversee NoHLA's current donor portfolio, raising awareness of our goals and financial needs, and expanding our donor base to meet our fundraising goals;
- Manage grant sourcing efforts;

Communications & Outreach

- Researching donors, funding sources, and new market segments, implement digital marketing tools, and create outreach campaigns to broaden the supporter base;
- Partner cross-functionally, including with communications and finance staff, to ensure success of donor-related opportunities;
- Create a donor stewardship process to cultivate and steward existing donors, regularly engaging with them and showing appreciation to grow the fundraising events and secure meaningful gifts through face-to-face solicitations and virtual conversations;

Events & Data

- Develop and implement all fundraising campaigns, including managing all fundraising events, programs and campaigns, partnering with leadership and board to engage donors and create meaningful events and programs, and event planning and marketing;
- Research donors, funding sources, and new market segments;
- Implement digital marketing tools, and create outreach campaigns to broaden the supporter base;
- Maintain donor database, and provide reports on fundraising activities and progress; and
- Other related duties and special projects as assigned.

Preference will be Given to Candidates with

- Minimum of 3-5 years of progressively responsible experience in nonprofit fundraising and donor relations;

- Proven experience in planning and executing successful events, including logistics, budgeting, and vendor management;
- Strategic thinker, who can implement strategies to accomplish fundraising goals; and
- Proficient in Word, Excel and experience with Google or Microsoft products and CRM/database management.

We're Looking for

- Strong emotional intelligence, communication and interpersonal skills, with the ability to build and maintain strong, trusting relationships;
- Proven ability to work effectively as a leader as part of a team; and
- Ability to juggle multiple projects simultaneously and meet deadlines.

NoHLA's Committed to Equality

We believe all people have a fundamental right to pursue health. Health equity is our purpose. We use legal and policy advocacy to challenge the inequities in our healthcare system based on race and gender, immigration status, language, ability, sexual orientation, poverty, and other factors that produce adverse health outcomes and compound economic disparities for structurally marginalized communities. Our commitment to equity, anti-racism, and health justice guides us in our mission to ensure affordable quality health care is available to all.

We also strive to dismantle institutional racism and other structural barriers in our internal governance policies, hiring practices, and workplace culture. We are committed to nurturing an equitable and diverse work environment where all employees feel safe, included, valued and supported. We will practice our values within NoHLA and continue to learn, reflect and act with courage, openness, and humility.

Compensation and Benefits

- A 17.5 hour work week (starting at part-time with opportunity to grow);
- Starting part-time salary between \$30,000 - \$40,000 annually commensurate with experience;
- Generous medical, dental, vision and retirement benefits for employees;
- NoHLA observes 16 holidays, including the last week of December or alternative, 15 vacation days; 2 personal days per year; paid family and medical leave;
- Collaborative work culture with opportunities for advancement and leadership; and
- Flexible worksite; remote work from any Washington state location, or choose to work at our office in downtown Seattle with amenities like on-site gym, showers and bike room.

How to Apply

Email a concise letter describing your interest in this position and resume to jobs@nohla.org. This position will be open until filled.

NoHLA encourages people of **all** backgrounds to apply, including people of color, immigrants, refugees, women, LGBTQ+ people, people with disabilities, veterans, and those with diverse life experiences and other qualities that strengthens our work while reinforcing our mission.