



Refugee Women's Alliance (ReWA) is a nationally recognized multiethnic nonprofit organization that provides award-winning services to refugee and immigrant women and their families in King and Snohomish Counties.

## **JOB OPENING**

**POSITION TITLE:** Annual Giving Officer  
**REPORTS TO:** Chief Development Officer  
**STATUS:** Full time – 37.5 hours a week  
**COMPENSATION:** \$33.33 to 35.89 DOE

### **SUMMARY:**

ReWA seeks an Annual Giving Officer to manage the daily activity of ReWA's annual giving program. The Annual Giving Officer will work directly with the Chief Development Officer, and by extension with the Executive Director, and approved vendors for ReWA's annual giving campaign. This is an exempt, regular full-time position that reports to ReWA's Chief Development Officer (CDO).

The Annual Giving Officer partners with the CDO to plan, implement, manage, assess, and analyze all aspects of the annual giving program to meet specific revenue goals. With supervision by CDO, the Annual Giving Officer will also establish objective, identify issues and opportunities, analyze, and track results and propose cultivation strategies.

### **ABOUT REWA:**

ReWA promotes inclusion, independence, personal leadership, and strong communities by providing refugee and immigrant women and their families with culturally and linguistically appropriate services. ReWA advocates for social justice, public policy changes and equal access to services while respecting cultural values and the right to self-determination.

Our clients come from more than 70 countries across the globe, including Africa, Southeast Asia, and the Middle East. ReWA provides social services to every member

of a refugee or immigrant woman's family, from infant to senior. These services, delivered in more than 50 languages and dialects, are designed to make a long-lasting impact in our clients' lives and help them thrive in the Puget Sound community.

## **RESPONSIBILITIES:**

ReWA's annual giving program is intended to capitalize on giving opportunities, leverage and upgrade donor giving and involvement, and (in partnership with the Chief Development Officer and Executive Director) collaborate in building a stronger culture of philanthropy at ReWA.

This individual is specifically responsible for building and managing portfolio of donors inclined to give between \$1-\$999 annually.

Key responsibilities include:

- Lead planning, develop lists, mailings and all logistics related to annual giving appeals; lead the strategy and day-to-day workplan for the annual giving program
- Develop, calendar, and execute a comprehensive plan for all annual fund solicitations for the calendar year, making appropriate adjustments as necessary to respond to changes and opportunities throughout the year
- Work with the Communications Officer to creatively inform the design and content of all direct mail, electronic and social media solicitations, including Giving Tuesday and GiveBIG
- Implement multi-channel (mail, phone, email, social media) mass solicitation strategy to increase giving and engagement and meet annual giving goal
- Manage and grow program that involves annual fund integration such as monthly, workplace giving, cryptocurrency, and new donors
- Provide ongoing stewardship of donors who fall within the giving range of \$250-\$999
- In partnership with CDO, identify best practices, opportunity for capacity building and growth, solicitation strategies and stewardship opportunities for the Annual Giving program
- Assist with cultivation and stewardship events and coordinate details to ensure these events run smoothly (development coordinator assists in coordination)
- Leverage moves management to deploy appropriate cultivation and stewardship tools to increase donor engagement and giving
- Maintain weekly statistics, provide progress reports, and inform development dashboard

- Ensure all donor cultivation, solicitation, stewardship and giving activities and information are captured accurately and fully in CRM
- Partner with CDO in implementation of robust and comprehensive cultivation and stewardship activities toolbox
- Analyze solicitation results, ROI and efficacy of the various program strategies and tools and share with CDO to improve effectiveness and efficiency
- Under the supervision of CDO, develop and propose strategies for the cultivation of donors who could be good candidates for major gifts
- Assist Chief Development Officer in preparing dashboard for Board and committee meetings
- Under the supervision of the CDO, qualify and cultivate potential major donors and small portfolio of corporate partners through in-person meetings and the coordination of cultivation events
- Develop strategy to improve acquisition, renewal, and pledge fulfillment (with highest priority on retention of current relationships)
- Manage robust acquisition strategy including new donor program and annual tabling events

Other potential duties include:

- Contribute to annual update of the development operating plan and annual development revenue/expense budget
- Develop a network of peers and participate in professional development trainings to gain insight into giving trends, benchmarking data and best practices
- Maintain donor confidentiality and protect ReWA operations by keeping information confidential • Adhere to AFP Code of Ethics and Donor Bill of Rights

#### **MINIMUM QUALIFICATIONS:**

- Bachelor's degree required or minimum of 3 years of fundraising experience
- Nonprofit or fundraising certificate is welcome
- Commitment to diversity, equity and inclusion, including background and demonstration of strong racial equity analysis and application
- Commitment to Community Centric Fundraising principals
- Commitment to contributing to buildout of stronger Culture of Philanthropy
- Passion for ReWA's mission, vision and commitment to social justice and racial equity
- Desire to build strong relationships with a range of individuals
- Self-directed with exemplary follow-through, team player, accountable for scope of responsibility
- Experience managing a moves process and donor pipeline
- Knowledge of multi-channel annual giving strategies and techniques

- Experience or willingness to learn coordination of small cultivation and stewardship events to success
- Ability to maintain professionalism and confidentiality in sensitive, complex and/or controversial situations
- Proficient in Salsa CRM and/or Raiser's Edge, Salesforce, Little Green Light or Microsoft Dynamics
- Ability to effectively manage multiple, complex projects simultaneously
- Ability to work in a multiethnic environment, showing sensitivity to and respect for diverse cultures.

**BENEFITS:** Medical insurance, dental insurance, life insurance; Long Term Disability; 403(b) retirement savings plan; paid vacation, holidays, and sick leave.

**TO APPLY:**

[https://workforcenow.adp.com/jobs/apply/posting.html?client=rewa&cclid=19000101\\_000001&type=JS&lang=en\\_US](https://workforcenow.adp.com/jobs/apply/posting.html?client=rewa&cclid=19000101_000001&type=JS&lang=en_US)

ReWA is committed to a diverse candidate pool, values and inclusive workforce and workplace environment and wishes to minimize or eliminate the impact of implicit bias during the search and hiring process. Women, minorities, and other underrepresented groups are especially encouraged to apply.

**BACKGROUND CHECKS:**

ReWA is committed to providing a safe and secure staff and client environment. Employment at ReWA is contingent upon a successful background check on each new employee. Candidates to whom an offer of employment is made will be required to sign a Release of Information Form authorizing ReWA to conduct a thorough background check

**CLOSING DATE:**

Open until filled

**EQUAL OPPORTUNITY EMPLOYER**

ReWA is committed to the principle of equal employment opportunity for all qualified individuals. All employment decisions are based on business needs, job requirements

and individual qualifications, without regard to race, color, religion, sex (including pregnancy and gender identity), national origin, political affiliation, sexual orientation, marital status, disability, genetic information, age, membership in an employee organization, retaliation, parental status, military service, family or parental status of any other status protected by the laws or regulations in the locations where we operate.