

Position Title: Development Lead
Reports to: Executive Director
Compensation: \$32-\$35 DOE

Current Benefits: Employer-paid vacation, sick leave, and holidays. Other benefits include health (100% employer paid premium), dental, vision, enrollment with Airlift NW and Life Flight and basic life insurance for employees. Benefits are variable year to year depending on budget and board and staff input.

Hours: Full-Time: 32-36 hours/week, permanent, hourly, fully benefited

To Apply: Please send a resume and cover letter to Mallory Conner at mallory@roomone.org. If you have questions about the position, please reach out to jess@roomone.org. We will begin reviewing applications mid-August, so we encourage you to submit soon. In your cover letter, please address the following questions - this helps us get to know you better!

- What is it about this position at Room One that excites you?
- How has your previous work experience prepared you for this position?
- Please briefly talk about how your background or experience prepares you for working with the community, particularly with people experiencing crisis or those who may have different backgrounds than yours.

Job Summary: The Development Lead is a hands-on leader responsible for managing and growing the organization's fundraising programs, with a focus on **grant acquisition, planned giving, and donor engagement**. This role plays a critical part in ensuring the long-term financial sustainability of the organization by diversifying revenue streams, strengthening donor relationships, and cultivating individual and business support.

About you:

You're a connector, a strategist, and a storyteller. You know that successful fundraising is more than just securing dollars—it's about building relationships and turning shared values into sustained support.

You're comfortable writing grant proposals, communicating with donors, and you know how to write with clarity, heart, and purpose. You can build rapport with a wide range of people—donors, program staff, volunteers, foundation program officers, etc—and you bring authenticity and integrity to every interaction.

You thrive in the details: tracking deadlines, analyzing donor data, planning events with purpose, and making sure thank you's are sent on time. You're comfortable in both the big-picture strategy and the day-to-day hustle of development work. You've got a firm grasp on nonprofit fundraising best practices, from annual campaigns to legacy giving and you're always thinking one step ahead.

Most importantly, you're someone who wants to be part of a mission-driven team. You're not just looking for a job, you're ready to put your skills to work for something that matters.

About us:

We are a social services and community advocacy organization serving the Methow Valley and the broader Okanogan County. Guided by a vision of a rural community where everyone has hope for the future and the freedom to live, work, and play, we pursue our mission through three core strategies: **direct services**, **prevention programs**, and **advocacy for systemic change**.

Our **direct services** connect community members with client advocates who help meet immediate and essential needs. Through our **prevention programs**, we offer support groups, support for people aging in place, youth-focused initiatives centered on pregnancy prevention and sexual and reproductive health, and resources for individuals navigating addiction. Our **advocacy work** builds collaborative partnerships across the county to address the structural barriers that impact the people we serve.

Together, these efforts reflect our commitment to equity, access, and lasting change in our rural communities.

Our top requirements: We will train on specific systems and protocols. And it will help you succeed if you:

- Have strong self-awareness, can recognize when you need support, can receive feedback as part of growth,
- Can communicate and collaborate as a team-player, sometimes putting your own plans and agenda aside, while sharing your experience and thoughts openly,
- Have an ability to respond calmly in emotionally-charged situations, and have an ability to multi-task, manage time, and keep organized.

We are also seeking **candidates who demonstrate:**

- Ability to see the big picture, while also attending to details
- Passion for creating equitable and thriving work environments
- Respect for policies and protocols
- Ability to listen and be available to other staff you are working with
- Commitment to community and being with an organization for an extended period

Unique Requirements of the Development Lead position:

- Proven experience in developing and implementing successful fundraising strategies including grant writing, donor cultivation and event management
- Excellent written and verbal communication skills for grant proposals, donor communications and presentations
- Ability to build rapport with diverse individuals and groups including donors, volunteers and staff
- Ability to analyze and track data, collaborate strategically with other staff on funding and program development, and generate funding reports
- Understanding of the nonprofit landscape and fundraising best practices
- Proficiency with program management software, donor management systems, and Microsoft Office and/or Google Workspace

Room One strives to cultivate a staff whose lived experience aligns with the key issues we address. People of color, LGBTQ candidates, those from diverse socioeconomic backgrounds, and people with deep roots in Okanogan County and other qualified candidates are encouraged to apply.