



# Outreach Manager

Position overview, posted on February 27, 2026

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**Job Title:** Outreach Manager

**Reports To:** Director of Development

**Direct Reports:** N/A

**Job Classification:** Full-time, exempt

**Job Location:** Seattle, Washington; hybrid (in-office and remote); residence in Washington state, and the ability to come into the office on Tuesdays and Thursdays is required.

**Schedule:** Typical weekly hours for this position are Monday through Friday, 9 AM – 5 PM

## About Us

Since 2011, Washington STEM has tackled the root causes of educational inequity and economic injustice so that learners in every corner of our state have what they need to become STEM-literate adults ready to step into in-demand, sustainable jobs. Based in Seattle, we are recognized statewide for our strengths in partnerships, data, and advocacy.

Our Values:

- Community
- Collaboration
- JEDI (Justice, Equity, Diversity, & Inclusion)
- Learning & Innovation
- Trust

To learn more about us, please visit [washingtonstem.org](http://washingtonstem.org)

## About This Position

The **Outreach Manager (the Manager)** advances Washington STEM's fundraising, engagement, and visibility goals by managing donor and partner relationships, leading donor-facing communications, and designing meaningful volunteer opportunities. This role manages a portfolio of supporters and is responsible for meeting annual fundraising goals through effective cultivation, solicitation, stewardship, and strategic outreach.

This role manages several strategies to engage donors, including sponsorships, workplace giving campaigns, and donor stewardship.



In addition to fundraising, this role partners with the Director of Communications (Dir. Comms) to support public-facing marketing campaigns that highlight impact and broaden Washington STEM's base of support.

As a member of the Resource Development team, the Manager collaborates closely with the Director of Development (the Director) and Development Operations Manager to engage organizational leadership in donor relationships to ensure high-quality donor experiences.

*The following statements are intended to describe the general nature and level of work performed by individuals assigned to this position. They are not a comprehensive list of all responsibilities, duties, and skills required of personnel so classified.*

## Core Functions & Responsibilities

### Relationship Management & Gift Solicitation (40%)

- Meet specific annual fundraising goals and contact metrics set with the Director
- Manage a portfolio of individual, corporate, and foundation prospects through moves management
- Participate in all aspects of the gift cycle from initiating contacts through stewardship
- Research and identify new donor prospects, including grant, sponsorship, and major gift opportunities
- Cultivate and maintain strong relationships with existing donors through regular communication, meetings, and reporting
- Coordinate and manage workplace-giving campaigns with corporate partners
- Track all interactions and deadlines with current and prospective donors in the donor database
- Ensure all donors within the portfolio receive timely reporting and stewardship, including fulfillment of sponsorship benefits
- Manage sponsorship strategy, to include solicitation and stewardship
- Include the Director, CEO, Executive Team, and other colleagues in the cultivation and stewardship of donors within the portfolio, including preparing briefs and leading prep meetings
- Represent Washington STEM at events and business gatherings that have strong potential to produce partnership opportunities and increase our network
- Work collaboratively with colleagues to develop meaningful volunteer opportunities for individual and corporate donors that support Washington's STEM's mission.



### **Donor & External Marketing & Communications (40%)**

- Develop communications that drive individual giving, donor engagement, and broader audience awareness
- Write original stories and impact narratives, ensuring content is on-brand, values aligned, error-free, and consistent in terms of style, quality, and tone of voice
- Partner with the Dir. Comms on timely external communications and campaign execution
- Collaborate with the Dir. Comms on social media and email marketing, including content development, list coordination, and engagement tracking
- Track and report on performance metrics across platforms to inform strategy and improve results
- Support communications for the annual Summit and other special events, including donor and sponsor outreach
- Contribute to video and other multimedia content development
- Monitor online and print publications for news, trends, and public and private requests for proposals, evaluating them for relevance to Washington's STEM's mission

### **Contribute to High-Functioning Resource Development Team (10%)**

- Partner with the Director to develop and execute annual work plan for performance management and professional development that aligns with annual strategic plan goals.
- Partner with the Resource Development team to develop and support team goals.
- Participate in weekly Resource Development team meetings.
- Serve as a backup for the Development Operations Manager when needed.

### **Participate in Collaborative and Inclusive Culture (10%)**

- Support a culture of continuous improvement and development of systems to track progress towards key goals.
- Participate in intentional learning efforts, including events and opportunities relating to understanding and dismantling institutional racism and building cultural humility.
- Contribute toward a positive, inclusive work environment, and participate actively in staff meetings and events, as required.

## About You



### **Position-Specific Qualifications and Experience**

- A minimum of three years' experience in development (with a focus on corporate and foundation relations preferred) and a proven track record of securing five plus figure gifts
- Experience working to communicate impact for mission-driven organizations
- Experience working with volunteers, community and business leaders, and interdisciplinary teams
- Experience in education-related fundraising preferred
- Strong writer and editor with an aptitude for creative storytelling
- Experience with brand management and integrated content marketing

### **General Qualifications and Experience**

- Maintain regular communication with supervisors regarding work plans and proactively seek guidance regarding priorities and timelines.
- Demonstrated success in accomplishing significant results via teamwork and leadership.
- Able to thrive in a collaborative and energetic work environment.
- Demonstrated commitment to JEDI (Justice, Equity, Diversity, and Inclusion).
- High professionalism and integrity when working with diverse stakeholders and handling confidential information.

### **Knowledge, Skills, and Abilities**

- Strong ability to execute work centering JEDI.
- Strong alignment with our organizational mission and values.
- Ability to be flexible and responsive to changing priorities.
- Ability to be self-directed, take ownership, and see projects and initiatives to completion in a timely manner.
- Excellent verbal and written communication skills.
- Ability to work collaboratively, exercising good judgment, decision-making, and problem-solving to achieve shared goals.
- Proficient in Microsoft Office Suite (Word, Excel, Outlook) and online meeting tools, such as Zoom and Teams.



- Skilled in designing and editing presentations and materials; experience with Slack preferred.

### Physical Requirements

The physical demands described here are representative of those that need to be met by an employee to successfully perform the essential functions of this job:

- Able to operate a computer and other office productivity equipment; able to remain stationary at a computer for extended periods of time and move around assigned workspace.
- Ability to work in open office format. WA STEM's office design is an open format and the noise level in the work environment is typically low to moderate.
- Ability to occasionally lift up to 25lbs.

## Compensation

The salary range for this position is between **\$73,576** and **\$103,007**. New hires typically start **between the minimum and mid-point of the range**. The offered salary will be commensurate with the selected candidate's experience and qualifications.

### Additional Benefits

- Employer-paid medical, dental, vision, Rx, short-term disability, long-term disability, and life insurance.
- Paid time off at an accrual rate of 6.462 hours per payroll, with the accrual rate increasing with tenure
- 17 Paid holidays, including one week at the end of each calendar year
- Matching 401(k)
- Flexible spending account
- Cell phone reimbursement
- Professional development fund



## How to Apply

**To apply, please submit your resume and cover letter as two separate PDFs to [hire@washingtonstem.org](mailto:hire@washingtonstem.org).** Your cover letter should express your specific interest in this role and include a statement regarding your personal commitment to equity.

Washington STEM is a proud equal opportunity employer, committed to addressing discriminatory practices, and to working toward racial equity. The equal employment opportunity policy of Washington STEM provides fair and equal opportunities for all employees and job applicants regardless of race, color, religious creed, national origin, ancestry, age, sex, gender identity, pregnancy, sexual orientation, marital status, familial status, disability, genetic information, protected veteran status, or other protected classes under the law in compliance with applicable federal, state and local law.

We are committed to an inclusive work environment and to building a team that reflects the rich diversity of our community. Women, BIPOC, individuals with disabilities, LGBTQIA+, and candidates who represent the diversity and lived experiences of the communities with which we work with are strongly encouraged to apply.