



Senior Development Manager

Position overview, posted on September 8, 2026

Job Title: Senior Development Manager

Reports To: Chief Operating Officer

Direct Reports: Outreach Manager

Job Classification: Full Time, Exempt

Job Location: Seattle, Washington; hybrid schedule (in-office and remote). Must reside in Washington state and work onsite Tuesdays and Thursdays.

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, and Inclusion)
- Learning & Innovation
- Trust

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

About This Position

The Senior Development Manager (the Sr. Manager) plays a critical role in driving Washington STEM's fundraising strategy and revenue growth. The Sr. Manager manages a portfolio of donors, leads fundraising initiatives, and works closely with a contracted Strategic Development Advisor (the Advisor) and Chief Operating Officer (the Officer) to strengthen and scale fundraising systems, campaigns, and donor engagement.

The Sr. Manager partners with the Outreach Manager to serve as a central connector between fundraising strategy and execution, leading portfolio coordination, applying disciplined moves



management, and ensuring funder interactions are informed, timely, and strategically sequenced. This position also collaborates closely with Core Leadership to deliver strong 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

Fundraising Strategy & Execution (35%)

- Partner with the Officer and the Advisor to develop and implement a comprehensive fundraising plan aligned with organization goals.
- Work closely with the Advisor and Chief Operating Officer to assess and enhance fundraising strategies, systems, and messaging.
- Support the implementation of consultant recommendations, including fundraising campaign planning, donor segmentation, and pipeline development.
- Collaborate with Program, Communications, and Finance to align fundraising efforts with organizational priorities.
- Work closely with the Outreach Manager to execute fundraising campaigns, including individual giving, major gifts, corporate sponsorships, and foundation grants.
- Monitor and report on fundraising progress, identifying opportunities to improve performance and meet revenue targets.

Donor Relationship Management (30%)

- Manage a portfolio of funder relationships, working closely with the Chief Executive Officer (CEO) and program leadership to advance each relationship through the stages of moves management.
- Manage the portfolio management process by providing coordination and project management support for all forecasted opportunities.
- Ensure the contracted grant writer and program leadership have what they need for funding applications.
- Provide research and solicitation strategy, including tracking research priorities and generating individual donor/prospect profiles.
- Prepare briefings as requested for meetings with donors and prospects.
- Ensure timely and meaningful donor recognition and communication.
- Write select grant applications, proposals and reports on behalf of Washington STEM.
- Responsible for building a donor relations strategy to improve donor retention, with



execution support from the Outreach Manager.

Data & Donor Analytics (15%)

- Administers DonorPerfect (or determined CRM) database; enter donor/prospect contacts, gift records, and other information; engage in regular data hygiene.
- Produce, maintain, and strategically evaluate lists for appeals and event invitations.
- Analyze donor data and campaign performance to inform strategy and improve outcomes.
- Ensure best practices in data integrity, gift processing, and reporting.
- Provide fundraising-related information to Finance as requested (e.g. 990, audit).
- Partner with the Officer and CEO to identify regular reporting cadence and content.
- Produce monthly and yearly data dashboards.
- Coordinate month-end and annual year-end reconciliation activities with Finance.
- Support Outreach Manager to ensure our organizational profile on external fundraising sites and platforms is consistently updated.

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

- Support and oversee the Outreach Manager in developing and executing annual work plans for performance management and professional development for all team members that align with annual strategic plan goals.
- Oversee the work of the contract grant writer.
- Partner with the Officer and with support from the Advisor to develop and execute annual work plan for performance management and professional development that aligns with annual strategic plan goals.
- Partner with the Outreach Manager, the Advisor, and Director of Finance to develop and support Resource Development goals including the development and management of the fundraising budget to meet fundraising goals.
- Participate in Resource Development meetings.

Participate in Collaborative and Inclusive Culture (10%)

- Collaborate across the organization to strengthen culture of philanthropy and improve donor experience.
- Support board members in their fundraising roles, including training and donor engagement.
- Serve on the Revenue Committee and other organizational committees that support achievement of revenue goals.
- 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 & Experience

- Bachelor's degree or equivalent experience.
- 5–8+ years of nonprofit fundraising experience, with demonstrated success in meeting revenue goals.
- Proven ability to lead people and manage projects.
- Experience managing donor portfolios and cultivating major gifts.
- Experience working with or alongside external consultants or partners.
- Proven track record of identifying, cultivating, securing, and stewarding major donor relationships (corporate and foundation fundraising experience strongly preferred).
- Experience with project management, creating effective systems and stewarding donor information.
- Experience writing grants and reports for major funders.
- Experience in education-related fundraising preferred.

General Qualifications & Experience

- Maintain regular communication with supervisors regarding work plans and proactively seek guidance regarding priorities and timelines.
- Comfort with emerging technologies, including responsible use of AI and data-informed engagement strategies.
- 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, & Abilities



- Strong alignment with our organizational mission and values, with the ability to apply JEDI principles throughout all aspects of work.
- Strong project management and organizational skills.
- Detail-oriented, with strong organizational skills to manage a continuous workflow in a high volume, multi-tasking environment that requires working through ambiguity.
- Ability to be self-directed, adaptable, and responsive to changing priorities while taking ownership and seeing projects and initiatives through to timely completion.
- Excellent verbal and written communication skills.
- Ability to work collaboratively, exercising good judgment, decision-making, and problem-solving to achieve shared goals.
- Proficient in managing CRMs and Donor Databases (such as DonorPerfect).
- Proficiency using common business collaboration platforms such as Slack, Microsoft 360, online meeting tools (Zoom and Teams), and project management systems (Monday, Asana, AirTable).
- Skilled in designing and editing presentations and materials.

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. Washington 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 **\$101,450 and \$142,031**. 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. 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.