

# **Snohomish Education Foundation**

## **Director of Donor Relations**

Salary range (DOE)

The Snohomish Education Foundation provides classroom grants, scholarships, and program funding to help students in the Snohomish (WA) School District reach their potential. Toward this end, the Foundation board has created this new position. The person in this position will be responsible for orchestrating strategic efforts to deepen relationships with the foundation's current and prospective donors.

### **JOB DUTIES:**

*Other duties may be assigned as needed.*

The board has adopted a three-tiered donor-relations strategy to be implemented by the Donor Relations Manager. These activities will integrate and enhance the current fundraising efforts, which are not the direct responsibility of this position.

- 1) Engage current major donors through regular contact with board members.
- 2) Strengthen relationships between current or lapsed donors and the foundation through strategic communication and involvement opportunities.
- 3) Introduce the foundation to appropriate stakeholders in the Snohomish community.
- 4) Develop strategic short and long term goals.

### **QUALIFICATIONS**

*A combination of the experience and training listed below which provides an equivalent background to perform the work of this position.*

- Knowledge of the Snohomish community.
- Proven ability to raise funds.
- Ability to establish and maintain effective working relationships with Donors, Board Members, Foundation Office Manager, Volunteers, and Community Leaders.
- Someone who is high energy / self motivated.
- Project management experience and the ability to work independently with minimal supervision and meet deadlines.
- Demonstrated ability to effectively communicate orally and in writing.
- Ability to compose a variety of written documents, including correspondence and compelling communication tailored to discrete constituencies.
- Previous experience in mobilizing and supervising volunteers.
- Ability to effectively operate a personal computer, including word processing, spreadsheet, email and other software applications related to assigned duties. Experience with Donor Perfect Software a plus.
- Working knowledge of Donor-Centered Fundraising.
- Ability to work evening and weekends.
- Ability to maintain confidential information and records.

### **TO APPLY:**

Submit resume, cover letter, and supplemental questionnaire to: Pam Roberge, Office Manager, Snohomish Education Foundation, P.O. Box 1312, Snohomish, WA 98291-1312 or [snoed.foundation@minisoft.com](mailto:snoed.foundation@minisoft.com). First review of application August 1st. Open until filled.

Snohomish Education Foundation  
Director of Donor Relations  
**Supplemental Questionnaire**

**Applicant Name:**

**Date:**

**INSTRUCTIONS:**

- In order to be considered for this position you must complete the supplemental questions listed below and attach this to your resume and cover letter.
  - All answers must be limited to the space provided.
  - Include your name on each page to ensure accurate processing of your application.
1. Briefly tell us about your qualifications, education, experience and other job-related information that has prepared you for this position.
  2. Please describe a fund raising project that you implemented. What were the challenges that you encountered and how successful was this effort.

Applicant's name:

3. Please attach 3 examples of communication pieces that you have created. This can include correspondence, fundraising literature, flyers. Briefly describe each sample, how these were created, distributed, and in what context they were used.

4. Why are you interested in this position? What are your strengths that would help you be successful in this position?

**List below three people who can responsibly evaluate your work performance.**

NAME	TITLE	PHONE #
<hr/>		
<hr/>		
<hr/>		