



## Development and Communications Associate

Position based in Seattle, WA

### About Washington Water Trust

Washington Water Trust (WWT) is a 501(c)(3) nonprofit leader in river and stream flow restoration. Our mission is to protect and restore healthy rivers and streams across Washington so that fish, farms and communities can thrive for generations. WWT is in a period of dynamic growth, seeking to broaden our impact as we respond to worsening water resource shortages in watersheds across the state that are being amplified by climate change. For more information visit [www.washingtonwatertrust.org](http://www.washingtonwatertrust.org).

### The Position

WWT seeks a motivated Development and Communications Associate with a passion for conservation. WWT is increasing and diversifying its fundraising efforts, developing more effective communications, and building the organization's public profile. This has led to increased support and investments from individual donors, private foundations, public agencies, Tribes and corporations. The Development and Communications Associate will help to manage and continue this growth by playing an integral role in the organization's fundraising and communications efforts. This position is a full-time exempt position based out of Seattle, WA and supervised by the Investments and Partnerships Officer.

### Duties and Responsibilities

- Fundraising
  - Help develop and grow WWT's individual donor giving program including conducting donor research, developing effective donor engagement strategies, and creating and sending out digital and direct mail fundraising solicitations and donor communications.
  - Assist with grant proposals and grant reports to private foundations, corporate foundations, Tribes and/or public agencies
  - Help manage and grow WWT's *Healthy Rivers Partnership* corporate giving program including researching companies, coordinating solicitations and updating the webpage
  - Manage donor records using Salesforce, Mailchimp, Click & Pledge and other programs
  - Assist with developing, organizing and carrying out donor events
  - Participate fully in diversity, equity and inclusion (DEI) initiatives
  - Assist with other fundraising-related tasks as needed
- Communications
  - Update and develop content for WWT's website
  - Assist with management of and content development for WWT's social media including Facebook, Instagram, Linked In, Vimeo and Twitter
  - Help with writing and sending out email blasts
  - Assist with the design, writing and distribution of printed communications materials including the organization's Annual Report
  - Organize & manage outreach materials and inventory
  - Assist with other communications tasks as needed

### Skills and Attributes

- Entrepreneurial and self-directed with the ability to "manage up" as well as work under supervisor direction
- Strong writing skills including adapting technical information for various audiences
- Strong organizational skills including managing multiple tasks and meeting deadlines
- Strong interpersonal communication skills

- Ability to work collaboratively and as part of a team
- Experience with or ability to learn Customer Relationship Management (CRM) or donor management platforms such as Salesforce
- Knowledge of fundraising and the non-profit sector preferred
- Graphic design ability with knowledge of Adobe Creative Suite preferred

### **Experience and Education**

- Bachelor's degree or equivalent experience in non-profit or related field is required
- At least 1-3 years of work experience in a related field, or equivalent combination of graduate school and professional experience.

### **Working Conditions**

Full-time employees at WWT work 40 hours/week. Employees may be asked to work occasional non-standard hours, including evenings and weekends. Occasional travel, mostly within Washington, may be required. As allowed by the needs of WWT work responsibilities, flexibility in scheduling may be available. This job requires frequent use of computers.

We are a completely COVID-19 vaccinated staff and require proof of vaccination for any new hire, in order to protect the health of our WWT team, families and communities. Under our flexible work policy, WWT offices are open to those who have been fully vaccinated, and staff may also operate from a home office. For remote work, employees must maintain a workspace with an internet connection where they can reliably perform work during scheduled work hours. A home office stipend is provided.

### **Salary and Benefits**

The annualized salary for this position is \$55,000-\$60,000 depending on experience. We also offer a generous benefits package which includes: 100% paid health, vision, and dental insurance; 12 paid holidays; 3 weeks paid vacation (4 weeks after two years of employment), paid sick leave, paid family medical leave and a contribution to 403(b) retirement plan of up to 4% of annualized salary.

WWT is committed to professional development and career advancement opportunities for our employees. WWT supports professional development by providing a training budget for staff, and offers position and salary advancement as staff gain skills, experience and expertise to meet our mission.

### **To Apply**

Washington Water Trust encourages people of color, those from under-resourced communities, LGBTQ+ and others with diverse perspectives and experiences to apply.

Please email 1) a one-page cover letter which addresses the skills and attributes needed for this job, 2) a resume (not to exceed 2 pages), and 3) a writing sample (not to exceed 2 pages) as separate PDFs to [jobs@washingtonwatertrust.org](mailto:jobs@washingtonwatertrust.org) with "Your Full Name-WWT DCA Application" in the subject line.

**Application review will begin on June 13, 2022.** Position open until filled.

*WWT is an equal opportunity employer. It provides equal employment opportunities without regard to race, color, creed, national origin, ancestry, religion, age, sex, sexual orientation, gender identity, marital status, physical disability, honorably discharged veteran or military status, parental status, political ideology, genetic information or any other protected status in accordance with applicable federal, state and local laws. This applies to candidates for employment as well as those currently employed. Equal opportunities will also be applied with respect to promotions, transfers in assignment, training, demotions, rates of pay and other forms of compensation, layoffs, terminations and all other conditions of employment. WWT is committed to maintaining a work environment free from intimidation, coercion or harassment, including sexual or discriminatory harassment based on any protected status.*