Position Description: Development Manager

The Opportunity:

- At End of Life Washington (EOLWA), we envision a world where people understand their end-of-life choices and can die on their own terms without barriers.
- End of Life Washington upholds your right to the full range of end-of-life choices, including Death with Dignity (DWD), through advocacy, education, and support.
- EOLWA provides free end-of-life counseling and client support services throughout the State of Washington to qualified clients who desire a peaceful death. We encourage advance planning and set a new standard in Washington for advance planning documents with our End of Life Washington Advance Directive.
- EOLWA was a key player leading the coalition that passed Initiative 1000--the Washington Death with Dignity Act--into law in 2008. We now steward, protect, and uphold the law.
- Our work is focused on (1) providing volunteers to meet with clients who are making end-of-life choices, including using the Death with Dignity Law in the State of Washington, (2) Advocacy to improve Washingtonian’s end-of-life choices. (3) Education and outreach to ensure that all Washingtonians know about their end-of-life choices and how to access them.
- Together, our community strives to be genuinely inclusive, equitable, and welcoming, in our service to Washingtonians who are considering their end-of-life options.

As a key member of the staff, you will be instrumental in making our mission thrive. This role reports to the Interim Executive Director, and collaborates with all staff, especially the Communications Manager. The Development Manager will be a true multitasker, who is motivated by working on program management, fundraising, and administrative support. This position is Part-Time (28 hours per week). The Development Manager works remotely, as do all staff. Position will require some travel within the state to meet with key stakeholders.

Responsibilities

- Manage fundraising and donor database
- Cultivate donors through phone calls, emails and in person meetings
- Attend monthly point of entry events and follow up with attendees
- Draft correspondence, publications and reports in collaboration with other staff
- Contribute to social media presence and website redevelopment
- Participate in events and trade shows to bring awareness to the organization

Qualifications

- 3 years of development experience
- Proficient in Microsoft Office and social media platforms
- Strong organizational and communication skills
- Familiarity with end of life issues and passion for the mission
- Experience with fundraising databases a plus
- Skilled understanding of race equity. Experienced in discussing race equity to identify and address inequalities
• Commitment to cultural humility - a process of critical self-reflection and lifelong learning
• Understanding of health disparities created by structural inequality.
• This is a remote, part-time (20 hours/week) position. There will be some travel to all parts of Washington for donor cultivation, fundraising and professional development.

Reports to: Interim Executive Director

Salary/Benefits: $43,000-47,000 annually depending on experience and qualifications. Current benefits available to staff working 20 or more hours weekly include: flexible work hours, a very generous benefits package of health care, vision, and dental insurance to no cost to the employee; annual retirement contribution; a monthly stipend to cover expenses of working from home; a dedicated professional development budget; 16 days per year of PTO to start, increasing yearly; 12 paid holidays, paid jury duty, parental leave, and bereavement leave.

To Apply: Please send a cover letter and resume to ed@endoflifewa.org and include “EOLWA Development Manager” in the Subject line.

End of Life Washington strictly follows personnel procedures that will ensure equal opportunity for all people without regard to race, color, religion, creed, national origin, ancestry, disability, sex, sexual orientation, gender identity, age, ancestry, marital status, or disability.