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educationvoters.org

Development Associate

LEV Foundation

About LEV Foundation

The LEV Foundation (LEVF) is a non-partisan organization that works side by side with parents, students and civic leaders who believe in a quality education from cradle to career. LEVF was founded in 2001 and is the only Washington-based organization working to improve public education from early learning through higher education. We shape the debate, build powerful coalitions, and grow the grassroots to achieve meaningful reform and ample resources for education. We are a talented and diverse group of policymakers, communications experts, organizers, and advocates for students. Additional information can be found at educationvoters.org.

About the position

The Development Associate is crucial to expanding LEVF's communications reach and membership program, building relationships, and increasing investments in our work. LEVF is growing into a period of organizational maturity that requires broadening the funding mechanisms that have sustained us through a prodigious start-up period.

The Development Associate will play a lead role in executing LEV's successful annual fundraiser, to take place on October 13. The Development Associate will also have the opportunity to create and implement a targeted membership and list growth plan, with the support and collaboration of a team that includes the CEO, Communications Director, Director of Policy and Research, and Director of Field and Community Engagement.

This position is full time and reports to the CEO. This is not an entry level position – we are seeking a candidate with at least 1 – 2 years of experience who is committed to continuing to learn and develop their skills in the nonprofit development field. This position can be done mostly remotely, with at least one day per week in our Fremont area office.

Position responsibilities

- **Help execute LEV's annual hybrid event, taking place on October 13, 2022, both in-person and online. Support CEO in effort to raise \$80,000+ from donors and sponsors to support LEVF's work.**
- Help the CEO revive our corporate and foundation giving program.
- Build and enact a robust individual giving program that includes direct mail, email, and social media fundraising.
- Manage and grow LEV communication and membership lists using Salsa Engage and CRM in coordination with Communications Director and Operations Manager.
- Process gifts in CRM, maintain member records, and send donor acknowledgements.

Desired Skills and Qualifications

- Understanding and commitment to public education in Washington state
- Demonstrated writing and storytelling abilities, especially in a fundraising capacity
- Experience in event planning, especially fundraising events
- Detail-oriented and goal-driven, able to work independently
- Creative and interested in experimentation, utilizing best practices and data analysis
- At least one to two years in a fundraising or marketing position
- Familiarity with CRM systems, email clients, and social media platforms
- A commitment to racial equity and cultural competency

Compensation and Benefits

The salary for this position is \$55,000. LEVF has a generous benefits package that provides fully paid healthcare, vision, and dental premiums for employees, a retirement plan with an employer contribution, and paid vacation, holidays, and sick leave. Employees are also eligible to buy life insurance and participate in a Flexible Spending Account (FSA) that can be used for healthcare and/or dependent care costs. LEVF encourages its employees to get COVID-19 vaccinations.

To apply

Please send a resume and cover letter, in PDF form, to nancy@educationvoters.org. The position closes on June 22, 2022. No calls, please.

LEV is an equal opportunity employer. We do not discriminate against any employee or applicant on the basis of race, color, ethnicity, national origin, religion, gender identity and/or expression, sexual orientation, disability, age, marital status, military status, pregnancy, parenthood, citizenship status, creed, or any other characteristic protected by federal, state, or local law. We will provide reasonable accommodations for qualified individuals with disabilities.