

# THE WILLIAM D. RUCKELSHAUS CENTER

UNIVERSITY OF WASHINGTON

## POSITION DESCRIPTION

**Official Title/Title Code:** Development Coordinator/1181

**Position Number:** 120833

**Appointment Status:** Full-Time, Temporary, Administrative Professional

**Organization and Location:** This position is assigned to the William D. Ruckelshaus Center at WSU Downtown Seattle or other location as assigned.

The Ruckelshaus Center's mission is to help parties involved in complex public policy challenges in the State of Washington and the Pacific Northwest tap university expertise to develop collaborative, durable, and effective solutions. The Center is a joint effort of Washington's two research universities and was developed in response to requests from community leaders. The Center is hosted at the University of Washington by the Daniel J. Evans School of Public Policy and Governance and at Washington State University by WSU Extension (which also provides its administration). It is guided by an advisory board of prominent local, state and regional leaders representing a broad range of constituencies and geographic locations. More information is available at [www.ruckelshauscenter.wsu.edu](http://www.ruckelshauscenter.wsu.edu).

**Working Title:** Development Coordinator

**Basic Functions:** The Development Coordinator is an entry to mid-level development professional with strong written, oral, and interpersonal communications skills that support productive fundraising to increase private support of the Center. The position plans, executes and evaluates development activities for the William D. Ruckelshaus Center Foundation, as well as planning and coordinating development-related events and activities. Functions include but are not limited to: research, refinement and implementation of the Center's fundraising strategy; establishing and meeting fundraising goals and targets; cultivating and maintaining effective relationships with the Center's Advisory Board Development Committee, university development staff, and current and potential individual and organizational donors; actively and accurately

managing, soliciting, and tracking a portfolio of major gift prospects; coordinating donor stewardship; and researching, cultivating, and writing proposals and reports to public and private foundations. The Development Coordinator must be comfortable soliciting funds from a wide range of current and potential donors.

**Reports To:** Director, William D. Ruckelshaus Center

**Supervisory Responsibilities:** May include administrative staff, students, hourly personnel, work study, interns, volunteers, and others on as-needed basis.

**Duties and Responsibilities:**

- 65% *Donor Cultivation/Solicitation/Stewardship/Events:* Implement the Center’s development strategy in collaboration with the Director, Development Committee, university fundraising personnel, and others; apply creativity to the cultivation and stewardship of gifts including identifying and meeting interests of major gift prospects; oversee preparation of grant requests and proposals; prepare materials for donor cultivation and solicitation; manage annual fundraising and special event programs such as the Center’s Chairman’s Circle (\$1,000 and above donors) and Statespersonship luncheons; identify, cultivate, and solicit gifts and sponsorship from individuals, corporations, and foundations; manage/steward relationships with the Center’s Development Committee, university development staff, and current/potential donors and funders; and provide related support functions. Meet agreed-upon monthly and annual benchmarks, such as number of donor “touches” and face-to-face visits, foundations researched, letters of inquiry and full proposals submitted, 100% participation in annual giving by full Board members, achieving endowment and other fundraising goals/targets. (E)
  
- 10% *Planning/Strategy:* Work with the Director, Development Committee, university fundraising personnel, and others to identify, define, and revise priorities to be funded through private support including annual, endowment, and campaign giving; gift planning; stewardship; corporate and foundation relations; and special initiatives. Develop strategic and annual plans, goals, and specific targets to garner support for identified priorities. Organize and run bimonthly Advisory Board Development Committee meetings. Prepare others to participate effectively in cultivation and solicitation. Work with Director, Committee and communications professionals on communications strategies to support development objectives. (E)
  
- 10% *Fundraising Administration:* Maintain and monitor donor records and acknowledgement system. Complete timely contact reports and thank-you’s for every donor contact, to accurately document fundraising activity; provide complete, detailed, and accurate records of all interactions with past, current, and potential donors; maintain confidentiality of donor information; serve as liaison and work effectively with university foundation staff. Create fundraising and donor reports for Development Committee meetings and annual reporting such as funding targets/actuals, Board and Chairman’s Circle giving, Ruckelshaus Center Foundation report, and required reports to funders. (E)

- 15% *Core Staff Responsibilities:* Prepare for and participate in core functions that accompany serving as a staff member of the Center and universities, such as staff, unit and Advisory Board meetings, annual reporting, and general administration. Develop and maintain effective professional relationships with Center faculty and staff, Board, university administrative and financial entities, and external partners and key stakeholders. Undertake special projects and other duties as assigned. (E)

## **KNOWLEDGE, SKILLS, AND ABILITIES**

Position requires working with diverse individuals, groups and situations. The employee must have the social and mental skills to deal with people. This individual must be able to effectively:

- Communicate well orally, visually, and in writing.
- Work independently and as part of a collaborative team.
- Exercise independent judgment and discretion, maintain confidentiality.
- Keep accurate records and complete timely reports.
- Deal with complex situations professionally.
- Handle multiple tasks, prioritize, and arrange job assignments. Independently meet required deadlines, while simultaneously completing other tasks. Effectively organize and prioritize.
- Be a self-starter and proactive, anticipating and acting on needs of Center staff and partners.
- Use a computer and various computer programs and software packages, such as: Adobe Creative Suite, Website content management systems (such as WordPress), FileMaker Pro, MS Access, Word, Excel, PowerPoint, Outlook, Skype for Business, and browsing applications.
- Work effectively and professionally with diverse populations. Demonstrate a commitment to diversity, appreciation for the benefits of a diverse workplace, and willingness to take actions to enhance diversity at the universities.
- Display a professional and courteous manner, cooperate and treat others with respect.
- Provide willing assistance to co-workers and clients when needed or requested.
- Keep personal issues separate from work environment.
- Communicate to supervisor and co-workers when needing to be away from the office for an extended period of time.

## **Essential Work Competencies**

- Demonstrated ability to perform the essential functions of the job, with or without accommodation.
- Experience and expertise in successful fundraising and advancement. Comfort in soliciting funds from a wide range of current and potential donors, including highly-placed and influential leaders.
- Ability to build strong relationships with donors, board members, and the community.
- Understanding of proposal development and writing, fundraising principles and techniques, project management skills, and event planning.

- Demonstrated success in researching grant opportunities, communicating effectively with philanthropic organizations, and writing and submitting proposals.
- Knowledge of the process, ethics, and policies of professional fundraising.
- Excellent written and verbal communication skills; effective personal interaction skills with prospects, donors, faculty, staff, development officers, and administration.
- Skill in planning, developing, and producing events and special projects.
- Ability to understand the priorities of the organization.
- Ability to maintain confidentiality of sensitive information.
- Demonstrated effective organizational skills.
- Strong customer service orientation: the desire and ability to provide friendly and flexible services.
- Adaptability to change; ability and willingness to work in an ever-changing and fast-paced environment.

### **Mental Requirements**

- Ability to reason logically and rationally, to consider alternative and diverse perspectives.
- Ability to communicate effectively orally, visually, and in writing, and interact with people from a variety of backgrounds in a positive manner.
- Ability to apply technical knowledge.
- Ability to apply information in complex and sensitive situations.
- Ability to deal simultaneously with several projects, problems, and/or issues.
- Ability to comprehend complex problems and reach reasonable solutions.
- Ability to use mental skills to recall, analyze, and organize information and make complex decisions.
- Able to work in fast-paced conditions while meeting deadlines and productivity quotas.

### **Work Conditions**

- Most of the work occurs in an office environment but interactions in employee workplaces, homes, and other public locations are periodically necessary.
- There is an expectation of travel year-round. Reliable transportation (mileage reimbursed) is required. Occasional evening and weekend work with occasional travel outside the area is required. While using a private vehicle for official business, the successful candidate must have current automobile liability insurance (meeting the requirements described in RCW 46.30.020 and RCW 46.29.090) and a valid driver's license.

### **Physical Requirements**

- Ability to travel and access various types of buildings.
- Comfort working in a metropolitan high-rise office environment, including cubicles, multiple co-workers, ambient noise, and fluorescent lighting.
- Speech, visual, and hearing abilities sufficient to read and view written materials and effectively communicate and interact with university staff and the public—in person, over the telephone, and on the computer.
- Light lifting (up to 20 lbs.) may be required on a regular basis.

### **Minimum Qualifications**

- A Bachelor's degree and two (2) years of experience, which includes six (6) months of full-time experience in marketing, gift solicitation or public contact work with evidence of ability to work collaboratively, communicate effectively orally and in writing and organize and execute assignments. A Master's degree in a relevant field may be substituted for up to one (1) year of the required experience. Any combination of relevant education and experience may be substituted for the educational requirement on a year-for-year basis.

### **Preferred Qualifications**

- Three (3) additional years of experience for a total of five (5) years of experience, which includes at least six (6) months of full-time experience in marketing, gift solicitation, or public contact work with demonstrated success in proposal writing and submissions, evidence of ability to plan and execute a funding strategy and succeed in face-to-face solicitation, work collaboratively, communicate effectively orally and in writing, and organize and execute assignments. Instead of the required experience, the following may be substituted: Demonstrated successful sales, marketing, public relations, or other experience involving face-to-face contact with clients, current and prospective customers, and members of the public may be substituted for the experience requirements.