



Bellevue LifeSpring
Partnerships and Investments Officer (new position)
Full-Time, 40 Hours/Week
Remote Work
\$36.00/hour DOE
Benefits: Health, Vision, Dental

Do you want to join a high-performing team of dedicated professionals who work effectively together, have fun, and support each other in a culture of teamwork, mutual caring and support? Do you have a passion for serving others and want to help improve the lives of children? If you want to make a positive impact on your community, you will fit right in here.

We are preparing for an ambitious expansion of our programs and services. This new position is essential for our success as we seek to increase levels of community partnerships and investments in our mission from individuals, foundations, corporations, and local, state and federal agencies.

In this rewarding and diverse role, your primary responsibility is to develop and maintain ongoing relationships with donors. You will be joining a 14-member team with 4 directors. You'll report to our Partnerships and Investments Director. We have a motivated and fun team. You will never be bored!

The ideal candidate will be a results-driven, team- and detail-oriented professional who is comfortable working on multiple tasks in a deadline-oriented environment. While no nonprofit or fundraising experience is required, prior experience in nonprofit administration or development is a plus.

Purpose

Responsible for providing daily administration and support to organization's income generation efforts from individuals, foundations, and corporations. Position will have significant visibility to major funding opportunities via these avenues.

The position has substantial internal management responsibilities as well as significant interaction with the Board of Trustees, senior management, other staff, and the general public.

Position is responsible for managing a portfolio of approximately 150 individuals and engaging them in the work and mission of the organization to solicit their time, talent and expertise. Secondary responsibilities include donor database administration; efficient and accurate management of data; planning and organizing; team building; and general administrative support.

Major Responsibilities

- Shares the Agency's goals, strategies, and Business Plan to key stakeholders for their advice and feedback.
- Serves as a liaison in support of the outreach, advocacy and relationship building efforts of the Board of Directors and the Executive Director to a carefully identified set of influential leaders in the philanthropy, corporate leadership, government, nonprofit, and community leadership and advocacy spaces.
- Directly oversees a portfolio of approximately 150 current and prospective financial supporters, mainly philanthropic individuals capable of five-figure investments. Ensures that each individual in

the portfolio receives continuous, personalized attention and ongoing engagement in furtherance of that individual's relationship with and support of Bellevue LifeSpring.

- On average, conducts a minimum of one and an optimum of three personal contacts with current and prospective supporters each business day.
- Provides direct, efficient, responsive and personalized support for each Bellevue LifeSpring Board Member to support that Board Member's work to establish and build strong and productive relationships with current and prospective partners and investors.
- Ensures that each financial supporter receives personalized, face-to-face follow-up reports that explains the use of the funding and the benefits created. Before these reports are generated, each individual will be consulted on the means of reporting that are most suitable and helpful for each.
- Ensures that each contact report with a current and prospective investor is entered according to office policy and procedures no later than 24 hours after occurrence.
- Ensures the donor database to is continuously updated with accurate, appropriately organized information.
- Statement of Ethics –helps ensure that each member of the Investments and Partnerships Office, the ED, and all members of the Board of Directors read and discuss, at minimum once annually, the AFP Code of Ethics and ensure that each individual engages with the concepts and adheres closely to these principles and practices.
- Gift Processing – ensures that everyone who provides a donation of time, financial or in-kind resources receives a personalized acknowledgment and gift receipt within three business days; ensures that all checks, cash or other financial instruments are processed in a manner that reflects best practices around financial controls, bookkeeping and accounting. Support the monthly reconciliation process with all appropriate follow-up detail.
- Leads the development and implementation of development office planning efforts, including policies and procedures, and implementation of goals.
- Other duties as assigned.

Qualifications

- Bachelor's Degree or equivalent experience
- CRM database experience preferred
- Proficient in Microsoft Office suite
- High level of organizational skills and ability to prioritize and manage multiple projects simultaneously
- Excellent written and verbal communication skills
- Ability and desire to work as part of team; identify with and support the mission of Bellevue LifeSpring
- A commitment to the values of Bellevue LifeSpring: Relevant, Inclusive, Compassionate, Accountable, Commitment to Diversity, Equity and Inclusion

Reports to: Director, Investments & Partnerships

About Us

Bellevue LifeSpring provides support for children living in poverty in Bellevue with food, clothing, educational scholarships, and emergency assistance. We are managed by a 15-member Board of Directors and supported by hundreds of energetic and committed volunteers.

Bellevue LifeSpring is committed to a diverse and inclusive workplace. Bellevue LifeSpring is an equal opportunity employer and does not discriminate on the basis of race, national origin, gender, gender identity, sexual orientation, protected veteran status, disability, age, or other legally protected status. For individuals with disabilities who would like to request a reasonable accommodation, please email Info@BellevueLifeSpring.org.

Sound interesting? To apply to join our team, submit a cover letter and resume to TravisT@BellevueLifeSpring.org. Applications without a cover letter will not be considered.