



## **PART-TIME POSITION AVAILABLE**

Title: Partnerships and Investments Associate on Fundraising Team

Hours: 20 Hours Per Week

Compensation: \$30.00/hour

Hybrid: Work from Home (attend weekly in-person meetings)

Do you want to make a meaningful difference for children and families in Bellevue? Do you want to join a high-performing team of dedicated professionals who work effectively together, have fun, and share the joy of truly making the world a better place? Bellevue LifeSpring is looking for a results-driven, team-oriented, detail-oriented professional who is comfortable managing multiple priorities in a deadline-driven environment.

Our program results consistently demonstrate that we are among the most effective nonprofits of our kind. A big reason for this success is our collaborative staff culture rooted in teamwork, mutual respect, accountability, and dedication to our mission.

While we have much to celebrate, our work is far from done. Bellevue LifeSpring is preparing for an ambitious expansion of programs and services. This new position will be essential to our success as we seek to grow community investments in our work from individuals, foundations, corporations, and public partners.

### **Position Duties**

- Serve as a key member of the organization's four-person Investments and Partnerships team, providing essential operational, data, and research support to advance revenue from individuals, foundations, and corporations.
- Significant visibility across major funding opportunities and serves as the lead administrator for the investor CRM, DonorPerfect, and wealth-screening platform, iWave (KindSight).
- The position carries substantial internal management responsibilities and works cross-functionally with the Programs Manager and Finance Specialist to ensure accurate data, strong reporting, and compelling impact storytelling.
- Responsible for investor database administration; accurate and efficient data management; prospect research and wealth screening; program impact research; reporting; and general administrative support.

### **Major Responsibilities**

- Receive and respond to inquiries from investors, partners, and prospective supporters; route as appropriate.
- Serve as lead administrator for the investor CRM (DonorPerfect), including investor data entry, investment acknowledgements, and tracking of all investment dollars. Ensure contact records and pipeline data are accurate and up to date.
- Work with the Finance Specialist to reconcile CRM investment data with accounting records.
- Assist with regular updates to the Executive Dashboard, tracking key revenue and performance metrics.

- Collaborate with the Programs Manager to gather program outcomes and impact information, primarily from the Apricot Programs CRM.
- Distill and highlight compelling stories and insights from program data for use by the Investments and Partnerships team in investor engagement, proposals, and reports.
- Manage and serve as lead user of the wealth-screening tool (iWave/KindSight) to support prospect identification, strategy, and preparation for private or group gatherings.
- Work in tandem with the Director of Investments & Partnerships to establish and maintain a consistent reporting cadence, including Pipeline Reports, program impact reports, and prospect research reports.
- Provide general administrative and coordination support to the Investments and Partnerships team.
- Other duties as required or assigned.

### **Required Qualifications**

- 2-4 years of experience with increasing responsibility in operations, administrative, or office management, or a self-motivated, eager, and quick learner.
- Proficiency in Microsoft Office (Excel, Word, Outlook).
- High level of organizational skill and ability to prioritize and manage multiple projects simultaneously.
- Excellent written and verbal communication skills.
- Comfortable learning and adopting new technology tools, with interest in leveraging AI to improve workflows.
- Ability and desire to work as part of a team; identify with and support the mission of Bellevue LifeSpring.
- Must pass a background and credit check.
- Must have a valid Washington State driver's license with automobile insurance and have access to reliable transportation to attend meetings.
- Must be able to stand for periods of time and lift up to 20 lbs
- A commitment to the values of Bellevue LifeSpring: Relevant, Inclusive, Compassionate, Accountable, and a commitment to Diversity, Equity, and Inclusion

### **Preferred Qualifications**

- CRM database experience preferred.
- Nonprofit experience.

### **What We Offer**

- Part-time, hourly position with eligibility for overtime during events.
- Sick leave accrued at a rate of .025 per hour worked. Begins accruing on the first date of your employment, and it is available to use as accrued.
- Working remotely from home. We will provide you with the equipment you need to perform your job. This position does require attendance at occasional in-person staff meetings and events.

## **About Us**

Bellevue LifeSpring aims to break the cycle of poverty for children and students in our community and provide them with the resources they need to reach stability. We envision a Bellevue where the basic needs of all children are met so they can focus in the classroom, succeed in their education, and thrive. We are managed by a 15-member Board of Directors and supported by hundreds of energetic and committed volunteers.

Bellevue LifeSpring is committed to fostering a culture of equity, inclusion, and belonging. 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](mailto:Info@BellevueLifeSpring.org).

Sound interesting? To apply to join our team submit a cover letter and resume to [TravisT@BellevueLifeSpring.org](mailto:TravisT@BellevueLifeSpring.org). Applications without a cover letter will not be accepted.