



## **Bellevue LifeSpring**

**Partnerships and Investments Officer on the Fundraising Team**

**Full-Time, 40 Hours/Week**

**Hybrid: Work from home, attend in-person meetings**

**\$37.00/hour**

**Benefits: Health, Vision, Dental Benefits at No Cost, 2 Weeks of Out of Area Remote Work, 401(k)**

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 an individual who is a results-driven, team- and action-oriented professional who is comfortable managing multiple priorities in a deadline-oriented 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 position will be essential to our success as we seek to grow community investments in our work from individuals, foundations, corporations, and public partners.

Our program results prove that we are one of the most effective nonprofits of our kind in the state. A big reason why is because our staff support each other in a culture of teamwork, mutual caring and support, and dedication to our mission.

While we have much to celebrate, our work is far from done. Bellevue LifeSpring is now preparing for an ambitious expansion of our programs and services. This fundraising position is one that will be essential for our success as we seek to generate increasing levels of community partnership and investment in our mission from individuals, foundations, corporations, and local, state and federal agencies.

### **Purpose:**

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 and investment in our work. Secondary responsibilities include donor database administration; efficient and accurate management of data; planning and organizing; team building; and general administrative support.

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.

### **Major Responsibilities:**

- Share the organization's goals, strategies, and Business Plan with key stakeholders for their advice and feedback.
- Serve 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 oversee 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.

- 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.
- Other duties as assigned.

**Qualifications:**

- Bachelor's Degree in a related field
- One-two years of fundraising 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

**Reports to:** Director of Partnerships and Investments

**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 an 16-member Board of Directors and supported by hundreds of energetic and committed volunteers. You will be one four members of the Partnerships and Investments team.

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](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 considered.