



Center for Deaf and
Hard of Hearing Children

Make a difference at HOPE! Spokane HOPE teaches and supports children, ages birth to five, who are deaf and hard of hearing to listen, speak, learn and thrive. Since 2004, HOPE has remained the only resource for children with hearing loss to become full participants in our hearing world! Join the HOPE team and make a difference for a life-time.

Spokane HOPE is seeking a Development Officer to join our passionate team. The Development Officer is responsible for the design and implementation of a Development Plan that supports the continued growth of Spokane HOPE, including leading fundraising events and sustaining and developing corporate, individual and community relationships. The Development Officer will facilitate the strategy, communication and collaboration throughout all development activities.

ROLES & RESPONSIBILITIES

- Effectively communicate HOPE's mission, identity, goals, and programs to a variety of donors, funders, sponsors, and community members.
- Oversee the creation and implementation of the annual Development Plan with the goal of providing sustainable funding for the organization.
- Cultivate, solicit, and steward individual and corporate donors.
- Manage the planning, implementation, and growth of major fundraising events, including our annual Hoedown for HOPE.
- Develop and manage HOPE's Planned Giving program.
- Build and maintain relationships with donors and volunteers through personal interactions and formal communications such as donor newsletters, thank you notes, and phone calls.
- Create and manage HOPE's website and social media communications
- Grant management
- Engage current and alumni families in HOPE events
- Ensure donor data accuracy and CRM database management system.
- Seek out and attend networking opportunities in the community.

QUALIFICATIONS

- Proven experience with fundraising and development efforts, including donor relationship building and direct asks for gifts.
- Excellent communication skills – both written and oral, including public speaking.
- Outstanding people skills – empathetic and humble, as well as persuasive and confident.
- Must be able to work independently as well as in collaboration with team.
- Diligent, highly organized and results-focused.
- Experience with CRM database management and maintenance.
- Proficient with office technology and software, including Microsoft Word, Excel, Dropbox, Google Drive, and social media platforms including Facebook, Instagram and YouTube.
- Accurate with data and attentive to details.
- Ability to maintain confidentiality.
- Bachelor's degree and 5 years development experience

FLSA STATUS: Full-time exempt

SCHEDULE: Monday through Friday occasional evenings and weekends. Some remote work time offered after six months on site.

SALARY AND BENEFITS: Minimum, full-time salary \$75,000. Medical Insurance and retirement offered.

TO APPLY: Submit your resumé and cover letter to info@spokanehope.org

DISCLAIMER

This job position performs other assignments and performs other duties as deemed necessary by Spokane HOPE.