



## JOB OPPORTUNITY

**Position:** Individual Giving Manager  
**Job Type:** Administrative  
**Schedule:** Full-Time w/Benefits  
**Location:** Renton, Washington  
**Salary:** \$65,000-\$75,000/year plus benefits  
**Req'd Travel:** Yes – frequent travel to Seattle and limited travel to Tacoma and Yakima  
**Relocation Covered:** Only for candidates who have direct experience fundraising for abortion clinic(s)

To be considered for a position you must include a cover letter which includes:

- A statement of your view on being pro-choice
- A statement on specifically why you would like to work for Cedar River Clinics

Send cover letter, resume, three professional references, and two writing samples (fundraising appeal letter and a sample of newsletter article, speech, or press release) via EMAIL, FAX or MAIL to:

**Human Resources**  
**Cedar River Clinics**  
**106 East E Street**  
**Yakima WA 98901**  
**Fax: (425) 207-4942**  
**E-mail: [HRjobs@CedarRiverClinics.org](mailto:HRjobs@CedarRiverClinics.org)**

Cedar River Clinics, a Feminist run organization committed to making a difference in the lives of patients by providing abortion and other reproductive health services, seeks a highly motivated pro-choice Individual Giving Manager with a proven track record. The Individual Giving Manager reports to the Executive Director and will help ensure that the strategic goals of the organization are supported through fundraising and communication.

### RESPONSIBILITIES:

#### Fundraising:

- Develop and implement innovative strategies to engage donors, volunteers, and board members in the mission of Cedar River Clinics and solicit their philanthropic support
- Develop and manage the planning, execution and evaluation of fundraising for individual donors
- Collaborate in creating a fundraising plan for individual donors to improve donor retention and expand individual donor program
- Cultivate current and potential donors
- Coordinate annual fundraising appeals and timely correspondence with donors
- Oversee donor database to ensure accuracy and confidentiality of donor records
- Follow current state and federal requirements for fundraising in the non-profit sector

- Organize events for donor cultivation, education, and stewardship, as needed/appropriate

#### Communications:

- Collaborate on an overall communications plan, conveying key messages established by the Leadership team
- Writing campaign letters, thank you letters, and other donor communications.
- Collaborate and help develop strategies for using social media for fundraising, education, and community outreach
- Participate in community events and fairs

#### Administrative:

- Prepare presentation quality reports and correspondence
- Ability to research information using a variety of sources
- Advanced projects using Microsoft Office – Excel, Word, PowerPoint, etc.
- Administrative/clerical projects and their duties as assigned

#### QUALIFICATIONS:

- Proven track record of increasing individual donations and number of donors
- Bachelor's degree in related field or at least 5 years commensurate experience
- At least 5 years of fundraising experience with a focus on individual donors
- At least 5 years of writing and reporting experience
- At least 5 years of experience with donor databases (Salesforce a plus)
- At least 3 years of experience in a social service organization. Experience fundraising for abortion clinic(s) a plus.
- Fluency in a variety of social media platforms and strategies
- Experience coordinating fundraising and/or community events
- Experience with public speaking and/or community relations a plus
- Experience working with volunteers
- Some experience with emarketing platforms (Constant Contact a plus)

#### SKILLS:

- Excellent interpersonal skills: the ability to interact with diverse audiences, listen thoughtfully, and engage people in our mission
- Ability to establish and maintain effective working relationships with donors, employees, community groups, and the public
- Ability to communicate effectively and professionally – written and orally
- Excellent writing and editing skills
- A sense of humor and the ability to think creatively and be collaborative within a department and organization
- Highly detail oriented and ability to problem solve
- Ability to work independently, prioritize and perform multiple tasks under pressure
- Ability to evaluate priorities and make sound decisions
- Ability to maintain internal and external confidentiality
- Possess a strong commitment to feminist healthcare and reproductive and LGBTQ rights

#### ABOUT THE CLINIC:

Cedar River Clinics is AAAHC accredited health care facility with locations in Renton, Seattle, and Tacoma. We provide abortion, birth control, STI/STD testing and treatment, other reproductive health care, and LGBTQ wellness services including transgender care.

Cedar River Clinics is a social change organization that combines *direct services* (abortion and reproductive health care), with *activism* (to preserve the right to choose) and *community education* (to demystify health information and empower health decisions).

VISION: We have a vision of the world where we are all free to make our own decisions regarding our bodies, reproduction, and sexuality – creating communities where we can fulfill our own unique potential and live healthy whole lives with dignity.

MISSION: Ensure access to reproductive and sexual health care through direct services, advocacy, and community education to defend bodily autonomy and advance social justice.

To learn more about:

- the clinic or the organization, see: [www.CedarRiverClinics.org](http://www.CedarRiverClinics.org) and [www.FWHC.org](http://www.FWHC.org)