



Job Title:	<b>Development Director</b>  <b>\$85,000 – \$100,000/ annually, DOE</b>	Reports to:	<b>LaunchNW Executive Director</b>
Department/Division:	<b>LaunchNW</b>	Direct Reports:	<b>None</b>
Status:	<b>Full Time – Exempt</b>	Date:	<b>June 2026</b>

**Vision:**

A robust economy with vibrant and sustainable communities where every individual thrives.

**Mission:**

We galvanize entire communities to ensure that every child finds belonging and travels their best journey from birth to career attainment.

**Office Culture Statement:**

At LaunchNW, we invest in our staff and create an empowering and innovative work environment.

We are passionate about serving our communities.

We trust and treat each other with honesty and respect.

We support, inspire and encourage each other.

We are accountable to ourselves and each other.

We respect our colleagues by being present and having direct and open communication.

We are intentional in our interactions.

We have a deep commitment to equity internally and throughout our region.

We celebrate our successes.

**About LaunchNW:**

LaunchNW started as an initiative of Innovia Foundation that challenged our community to come together to ensure children have opportunities and support to access their post-high school education and career of choice.

With a promise scholarship as an incentive, LaunchNW is working with community partners to collaboratively engage and provide wraparound supports for students and families. We are uniting businesses, educational entities, nonprofits, government and communities behind this vision and expectation. A disruption to business as usual, LaunchNW is a transformational investment in the future of our region.

Visit [www.LaunchNW.org](http://www.LaunchNW.org) for more information.

Visit [www.innovia.org](http://www.innovia.org) to learn more about Innovia Foundation

## **Position Summary:**

LaunchNW seeks a strategic, mission-driven Development Director to lead and execute a comprehensive fundraising strategy in support of LaunchNW programming and scholarship initiatives. This role is responsible for building sustainable revenue streams, cultivating donor relationships, and positioning LaunchNW for long-term growth and impact.

The Development Director will work closely with organizational leadership and community stakeholders to secure philanthropic support and advance LaunchNW's mission.

## **Role Impact:**

The Development Director will play a critical role in expanding LaunchNW's reach and sustainability by securing the resources necessary to fund innovative programming and provide life-changing scholarship opportunities.

## **Responsibilities:**

### ***Fundraising Strategy & Execution:***

- Develop and implement a comprehensive annual fundraising plan to support LaunchNW programs and the LaunchNW Scholarship.
- Establish revenue goals and track performance against targets.
- Identify, cultivate, solicit, and steward individual, corporate, and foundation donors.
- Lead multi-channel fundraising efforts, including major gifts, annual giving, grants, sponsorships, and events.

### ***Donor & Relationship Management:***

- Build and maintain strong relationships with current and prospective donors.
- Create personalized engagement strategies to deepen donor involvement and retention.
- Develop donor recognition and stewardship programs that reflect LaunchNW's values and impact.
- Serve as a primary external ambassador for LaunchNW in fundraising-related engagements.

### ***Grants & Institutional Funding:***

- Identify and pursue grant opportunities aligned with LaunchNW's mission.
- Oversee grant writing, submission, and reporting processes.
- Maintain relationships with foundation and institutional partners.

### ***Campaigns & Events:***

- Design and execute fundraising campaigns to support both general programming and the LaunchNW Scholarship fund.
- Plan and oversee fundraising events, ensuring strong ROI and donor engagement.
- Work collaboratively with Innovia Foundation's Gift Planning team to plan events and coordinate efforts.
- Collaborate with staff and volunteers to maximize participation and outcomes.

### ***Leadership Collaboration:***

- Partner with the Executive Director and internal staff to align fundraising strategies with organizational priorities.
- Provide regular reports on fundraising performance, pipeline, and projections.
- Contribute to organizational planning and growth strategies as a member of the leadership team.

### ***Systems & Operations:***

- Oversee donor database management and ensure accurate tracking of contributions and engagement.
- Implement and optimize fundraising systems, tools, and processes.
- Ensure compliance with all fundraising regulations and ethical standards.

### **Position Qualifications:**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodation may be made to enable individuals with disabilities to perform essential functions.

#### **The following qualifications are requirements for the position:**

- Bachelor's degree (or equivalent experience) required.
- 5+ years of progressive experience in fundraising, development, or nonprofit advancement.
- Demonstrated success in securing major gifts and managing donor portfolios.
- Experience building and executing strategic fundraising plans.
- Strong communication, relationship-building, and storytelling skills.
- Highly organized with the ability to manage multiple priorities and meet deadlines.
- Passion for LaunchNW's mission and commitment to community impact.

#### **The following qualifications are highly desirable:**

- Experience leading capital or scholarship campaigns.
- Familiarity with the regional philanthropic landscape in the Pacific Northwest.
- Grant writing experience with a track record of successful awards.
- Proficiency with CRM and donor management systems.

### **Key Competencies:**

- Strategic thinker with a results-oriented mindset
- Relationship-driven and externally focused
- Entrepreneurial and proactive
- Collaborative team player with strong leadership presence
- High integrity and accountability

### **Skills/Abilities:**

- Strong computer/technology skills
- Expert user in Excel and experience utilizing Microsoft Office Suite (Word, Outlook, PowerPoint)
- Strong interpersonal and relationship building skills, with customer service orientation to serve staff, board members, donors, vendors, grantees and other constituent groups
- Strong organizational skills that reflect ability to streamline, perform and prioritize multiple tasks, with a critical eye for detail.
- Excellent written and verbal communication skills
- Capable of high-quality performance and meeting deadlines in a quick-moving work environment
- Resourceful team player, with the ability to also be effective independently
- Excellent project management skills
- Ability to collect, interpret and report on data in consultation with Innovia staff
- Ability to identify and implement solutions for improvement
- Interest in becoming a Certified Salesforce Administrator and Certified Platform App Builder
- Strong program development and project management experience required
- Ability to handle confidential, proprietary and sensitive information requiring judgment and discretion
- Self-directed with excellent organizational skills, creativity and ability to manage and balance multiple tasks and priorities to drive projects in a motivated, results-oriented way
- Demonstrated ability to interact respectfully, forge strong relationships, and work collaboratively with people of diverse backgrounds, perspectives, styles and cultures, within both private and public sectors
- Ability to attend and participate in activities outside core business hours (early morning, evening, occasional weekends)

### **Physical Abilities:**

- Primary functions require sufficient physical ability and mobility to:
  - Sit for prolonged periods of time
  - Walk and climb stairs
  - Operate office equipment requiring repetitive hand movement and fine coordination including use of a computer keyboard
  - Utilize verbal and written communication to exchange information
  - Clearly see 20+ feet, with or without corrective lenses and differentiate between colors
  - Occasionally stand, stoop, bend, kneel, crouch, reach, and twist
  - Lift, carry, push, and/or pull up to 20 pounds

### **Mental & Other Skills/Abilities:**

- **Adaptability:** ability to adapt to changes, delays or unexpected events in the work environment; ability to manage competing demands and prioritize tasks; ability to change approach or method to best fit the situation.

- **Interpersonal Skills:** ability to maintain satisfactory relationships with others, excellent customer service skills and a good overall understanding of appropriate human relations.
- **Teamwork:** balance team and individual responsibilities; give and welcome feedback; contribute to building a positive team spirit; put success of team above own interest; support everyone's efforts to succeed.
- **Judgment:** ability to make prudent and timely decisions; ability to exhibit sound and accurate judgment; ability to explain reasoning for decisions.
- **Language Ability:** ability to read and write reports, business correspondence, and procedure manuals; ability to effectively present information and respond to questions from management, staff, clients, community partners, and the general public.
- **Mathematical Ability:** ability to work with mathematical concepts, such as probability and statistical inference; ability to apply accounting principles.
- **Problem Solving Ability:** ability to identify and/or prevent problems before they occur; ability to formulate alternative solutions to problems, when necessary; ability to transfer learning from past experiences to new experiences of similar nature.
- **Analytical:** synthesize complex or diverse information; collect and research data; use intuition and experience to complement data; design workflows and procedures.
- **Quality Management:** ability to complete duties, on time and with precision; ability to edit the accuracy and thoroughness of one's work, as well as the work of others; ability to constructively apply feedback to improve performance; ability to generate ideas to improve and promote quality in work.
- **Reasoning Ability:** ability to apply common sense understanding to carry out instructions furnished in written, oral or diagram form; ability to work through problems involving multiple variables.
- **Dependability:** take responsibility for own actions; keep commitments; commit to long hours of work, when necessary, to reach goals; complete tasks on time or notify appropriate person with an alternate plan.
- **Trainability:** willing to be trained in systems and new technologies to manage the workflow of LaunchNW and willing to troubleshoot problems that arise. In addition, willing to share knowledge once trained.

### **Work Environment:**

The employee is exposed to typical office environment conditions and noise levels.

**To apply, please submit a cover letter and resume to Ben Small, Executive Director via email at [bsmall@innovia.org](mailto:bsmall@innovia.org) or via mail at 818 W. Riverside Ave., Ste. 650 Spokane, WA 99201**