



Job posting

We are hiring: PEPS Development Manager

PEPS is seeking a persistent, collaborative Development Manager to join our team and enhance our fundraising efforts. The Development Manager will play a crucial role in driving our fundraising success. In this dynamic position, the Development Manager will lead our signature annual Benefit Event, expand our corporate partnerships through innovative sponsorship strategies, and oversee our Annual Giving program. We are seeking a motivated, skilled project manager with a strong background in nonprofit development, event management, and corporate relations. The ideal candidate is passionate about supporting parents and community-centric fundraising and will serve as a dedicated ambassador for PEPS, engaging donors, sponsors, and the broader community.

Position Title: Development Manager

Reports to: Development Director

Summary

The Development Manager plays a pivotal role in advancing the PEPS fundraising efforts by developing and executing strategies that support both annual and long-term goals.

This highly collaborative role focuses on three key areas:

- **Annual Signature Benefit Event:** Leads the design, planning, and execution of the PEPS annual flagship fundraising event.
- **Corporate Giving Strategy:** Expands and manages the PEPS corporate partnerships to enhance financial support.
- **Annual Giving Program:** Oversees and grows the Annual Giving Program, including direct mail and online campaigns.

The Development Manager will engage, cultivate, and steward relationships with donors and corporate partners, fostering a culture of philanthropy within PEPS. They will apply Community-Centric Fundraising Principles to all development activities and serve as passionate ambassadors to donors, sponsors, partners, and the broader community.

Core Responsibilities

Annual Signature Event

- Lead the planning and execution of the annual PEPS Benefit Event and associated Giving Campaign, including work plans, timelines, and budget.
- Manage vendors/contractors, event marketing and communications, and a volunteer plan to mobilize staff and volunteers.
- Evaluate outcomes, gather feedback, and report results to stakeholders.
- Serve as liaison for third-party fundraising events and support other cultivation/stewardship events as needed.



Corporate Relations

- Secure and grow corporate sponsorships, including for the signature event; develop sponsorship packages and agreements.
- Expand the corporate partner network through outreach and by leveraging staff, board, advisor, and volunteer connections.
- Steward sponsor relationships and oversee fulfillment of sponsor benefits with Communications & Program Teams.
- Manage and optimize Workplace Giving and Corporate Matching.

Annual Giving Program

- Manage, evaluate, and grow the Annual Giving Program (direct mail and online).
- Develop and implement innovative fundraising strategies to engage the PEPS community.
- Produce campaign materials in partnership with Communications, Development, and Program staff.

Fundraising Operations

- Contribute to the annual fundraising plan and assist the Development Director with budget preparation and financial monitoring.
- Own donor/sponsor stewardship and gift acknowledgment across programs (event, annual giving, and general).
- Maintain accurate sponsor, vendor, and donor records in the CRM; document processes in SharePoint and CRM.
- Build relationships with staff, board, advisors, ambassadors, and group leaders to foster a culture of philanthropy.

Core Knowledge and Skills

- Proven experience in developing and executing successful and creative fundraising appeals and events.
- Strong background in working with corporate and institutional partners.
- Organized, persistent, and self-motivated.
- Excellent communication skills, including the ability to develop a compelling case for support.
- Ability to create detailed work plans with tasks and timelines aligned to strategic goals.
- Proficiency in CRM database systems and Microsoft Office products (Word, Excel).

Education and Experience

- Bachelor's degree in a related field or equivalent experience.
- Minimum of 5 years of experience in nonprofit development or fundraising.
- Experience with database management.

Requirements

- Must be based in the greater Seattle area.
- U.S. work authorization sponsorship is not available.
- Full COVID-19 vaccination is required; verification will be conducted before onboarding.

Compensation, Benefits, and Working Environment

Compensation: This full-time position will be 40 hours a week. The expected annual salary range is between \$80,000 and \$85,000, based on qualifications and experience.

PEPS, 4649 Sunnyside Ave N, #324, Seattle, WA 98103, www.peps.org



Benefits: PEPS offers a generous benefits package that includes medical and dental benefits, 12 weeks of paid parental leave, short-term disability insurance, life insurance, and retirement matching. Medical and dental insurance are offered through Kaiser. Employees enjoy flexible scheduling and a culture of care that values taking time away from work, including 12 paid holidays and a paid office closure every year during the week of July 4, as well as the week between Christmas and New Year's. We offer 20 days of accrued PTO and two floating personal days per year for new employees, with PTO increases at four years and a four-week paid sabbatical after seven years of employment.

Office Location: PEPS is located in Seattle, Washington, with a main office in the historic Good Shepherd Center in Wallingford, adjacent to Meridian Park and the beautiful Seattle Tilth Gardens. There is a satellite office in the Parent Trust building in the Rainier Valley. Both locations have ample parking and are close to public transit.

Work Environment: PEPS is currently operating in a hybrid format. Required all-staff gatherings are held in person at least two times a month, with in-person meetings and occasional trainings and learning sessions at our Wallingford office. The Development Manager job requires some additional days in the office for Development Team meetings, event preparation, and administrative work. Almost all work will take place during the weekdays, with the occasional evening or weekend event or meeting. PEPS believes in a flexible working environment and hours and will collaborate with the Development Manager to plan a schedule.

The core Development Team consists of the Development Director, the Development Manager, and the Donor Relations Manager. This team collaborates with and is supported by our Programs, Operations, and Communications teams. Additionally, a Data and Gift Entry Associate, a Graphic Designer, and an event planner supplement our team on a contract basis.

Work Culture: The PEPS staff and board believe that its success as an organization is based on its unique and supportive organizational culture, which strongly affirms that everyone deserves community, support, and social connection. Our workplace is flexible, welcoming, caring, and fun. Self-care is modeled and encouraged. All PEPS staff members work with a spirit of collaboration within all levels of PEPS and promote a culture of teamwork, wellness, and inclusion. PEPS operates with a racial equity lens across all its activities and embraces learning and growth to work towards healthy outcomes for all families. Each staff member:

- Is willing, open, and committed to ongoing learning and growth.
- Demonstrates a passion for the PEPS mission, programs, and impact.
- Champions change and demonstrates an aptitude to improve current processes and procedures.

Commitment to Equity

We believe that all families should have access to a healthy, supported start in life. Knowing that race and ethnicity continue to predict the future life chances of children in our state, we are committed to working with families, partner organizations, and communities to identify barriers to parent support and wellness, interrupt their negative impact, and eliminate the persistent disparities in child outcomes.

PEPS values and celebrates the strengths that diversity brings to the workplace and is committed to advancing equity through our work. Cultivating a diverse and inclusive staff is one of our priorities.



Black, Indigenous, People of Color, and others with underrepresented identities (including, but not limited to, gender identity, class, socioeconomic status, sexual orientation, age, ability, and background) are strongly and sincerely encouraged to apply. PEPS is an Equal Opportunity Employer.

To Apply

Interviews will occur on a rolling basis. All applications will be acknowledged within five business days via an email receipt and held confidentially within the hiring team. Every applicant will receive careful consideration, and this role will remain open until filled. To apply, please submit the following:

- A résumé that summarizes your relevant professional, educational, and volunteer experiences.
- A cover letter that clearly explains how your professional background and interests align with the job responsibilities and core skills described in this position announcement.
- Please include which pronouns you use.
- To request disability accommodation in the application process, contact Cari Morales (carim@peps.org)

Please email your application as a single PDF (cover letter and résumé combined in one document) to jobs@peps.org. Electronic submissions.