



Development Manager Job Description

Densho is looking for a highly motivated, positive, and experienced Development Manager to join our organization and play a key role in advancing our mission through individual giving, special events, and grants. As the Development Manager, you will be responsible for implementing strategies to secure funding and expand our network of supporters to meet our organization's \$1.8-\$2 million annual budget. We seek candidates with some experience in areas of: event planning, grants administration, soliciting corporate sponsorships, and individual donor engagement. We are open to early career candidates as this position would provide room for growth.

The Development Manager will report to the Executive Director until a Development Director hire is completed later this year. Additionally, this role will serve as staff support to the Board Fund Development Committee.

This position offers the flexibility of being a hybrid role or it can be a fully on-site position at Densho's office in Seattle's International District.

Essential Duties and Responsibilities

Administration/Grants Management

- Manage gift acknowledgement and donor recognition.
- Ensure accurate donor records in Salesforce.
- Maintain a comprehensive grants calendar, support the submission process, track deadlines, and manage grant-related correspondence in GrantSeeker.
- Work with Densho accountant on monthly donor database and accounting reconciliation.
- Track and run monthly fundraising reports.
- Periodically review and update fundraising procedures.
- Provide support to the Executive Director as needed, such as reporting on campaigns, providing input on the annual development plan, etc.

Individual Donor Engagement

- Work alongside the development team to build and maintain strong relationships with donors. Ensure timely acknowledgement of donations and help maintain regular communication to foster long-term engagement.

Special Events & Campaigns

- Provide support for Densho's special events, including galas, fundraising dinners, and donor engagement activities.
- Coordinate aspects of event logistics, such as vendor management, marketing, ticketing, and volunteer coordination.
- Work alongside the development team and board of directors to cultivate relationships with event sponsors, partners, and stakeholders to secure sponsorship and maximize event revenue.
- Collaborate with Communications staff to develop donor communications, such as e-newsletters, social media, and annual reports.

Required Qualifications and Experience - Below are the competencies that will help an individual succeed in this role.

- Strong commitment to Densho's mission and values.
- Bachelor's degree in related fields or three years of relevant experience.
- Minimum of 2 years of fundraising experience.
- Strong communications skills, both written and verbal.
- Detail oriented with proven ability to organize and manage multiple priorities.
- Ability to build and steward relationships – both internally and externally.
- Strong time management skills, ability to perform multiple tasks and meet critical deadlines while maintaining accuracy and quality.
- Proven ability to make complex and time-sensitive decisions in the best interests of the organization.
- Ability to maintain confidentiality, use good judgment, and follow procedures.
- Proficiency with spreadsheets, word processing, and databases, with established proficiency with donor databases or CRMs, Salesforce a plus.
- Commitment to community grounded work and cultivating an inclusive workplace.
- Ability to work flexible hours – evenings and weekends as needed for events and donor engagements. Some travel will be required.

Preferred Qualifications and Experience

- Proficiency with Salesforce and Grantseeker.
- Proficiency with Microsoft Office, particularly Excel.
- Proficiency working with Google Drive.
- Supervisory experience.

- 3-5 years of nonprofit fundraising experience, particularly with organizations with budgets greater than \$1 million.
- Proven track record in planning and executing successful special events, preferably within a nonprofit environment.
- Strong knowledge of and network of the nonprofit and philanthropy sector in the King County area.
- Strong writing skills with direct experience in grant writing.
- Experience working with AAPI communities.
- Familiarity with Japanese American history and its relationship to issues of justice and equity today.

Compensation and Benefits

This is a full-time position. The anticipated salary range for the position is \$62,000-70,000 (DOE). Candidates at a higher point of the salary range reflect applicants' years of experience that pertain to the position, preferred qualifications, advanced degrees, CFRE coursework, etc. Densho offers a generous benefits package including: excellent health, vision and dental plans; Retirement plan matched 50 cents on the dollar up to 6%; PTO starting at 17 days per year; parental and health-related leave, and 12 paid holidays. In addition, Densho provides a collaborative and inclusive work environment, opportunities for staff development and professional growth, and meaningful and impactful work.

How to Apply

Please apply online by submitting your cover letter and resume in a single PDF document via email to jobs@densho.org. Please put "Development Manager" in the subject line. In your cover letter, please describe your particular interest in Densho and your qualifications for the Development Manager position. Questions may be directed to Dana Hoshide at dana.hoshide@densho.org. All applications will be confidential within the hiring team and given serious consideration as soon as they are received.

Densho is an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, religion, sexual orientation, age, ancestry, color, family or medical care leave, gender identity or expression, genetic information, marital status, medical condition, national origin, physical or mental disability, political affiliation, protected veteran status, or any other characteristic protected by applicable federal, state, and local laws. Densho is committed to providing a work environment free from discrimination and harassment.

Densho values the diversity of the people we hire and serve. Inclusion and diversity at Densho means cultivating a workplace in which individual differences are recognized, appreciated, respected and responded to in ways that fully develop and utilize each person's talents and strengths.

About Densho

Densho is a public history nonprofit that documents the Japanese American experience before,

during, and after World War II incarceration. We view Japanese American history within a longer trajectory of American racism and xenophobia, and use our platform to speak out against injustices both past and present. Founded in 1996, we are trailblazers in the use of open access digital technology to preserve and share historical materials. Our digital archives, comprehensive encyclopedia, and educational resources for learners of all ages are all freely available on our website.

Our Values

- Stewardship – Our elders entrusted us to share their stories with future generations. We hold ourselves accountable to the community of survivors and descendants that our work represents.
- Integrity – In documenting and sharing WWII incarceration history, we abide by the highest standards of scholarly rigor and archival best practices.
- Innovation – We remain informed about technological trends, recognize opportunities, and adopt new ideas.
- Justice – We use our own history as a foundation for supporting other groups that face similar instances of racism, xenophobia, and bigotry.
- Collaboration – We seek to build new partnerships and strengthen existing ones because success is achieved by working with others.