



Development Manager

Job Description

Densho is seeking a Development Manager to help grow our individual giving program, deepen relationships with our supporters, and drive our fundraising efforts. This position will take the lead on annual and monthly giving campaigns, donor stewardship, and tracking fundraising progress. This position will play a key role in helping Densho meet its annual revenue goals of \$1.8-\$2 million.

This is an ideal opportunity for an early- to mid-career fundraiser with strong communication and relationship-building skills who is excited to help scale a mission-driven development program focused on equity and historical memory. The Development Manager will work closely with the Executive Director and the Director of Development (or Interim Director of Development until the position is filled).

This position is hybrid (Seattle) or remote (preferred within Washington or California).

Essential Duties and Responsibilities

- **Donor Engagement and Stewardship**
 - Lead and grow Densho's monthly giving program, including donor acquisition, cultivation, and retention.
 - Plan and implement annual giving campaigns across email, direct mail, and digital platforms.
 - Maintain accurate donor records and acknowledgment processes in Salesforce.
 - Support donor communications including newsletters, updates, and thank-you messages.
 - Assist the Executive Director with major donor outreach, stewardship, and meeting prep.
- **Fundraising Strategy and Grant Support**
 - Collaborate on strategies to increase individual giving and improve donor experience.
 - Help track and meet fundraising goals by contributing data and insights.
 - Support grant applications and reporting by tracking deadlines, drafting content, and gathering relevant materials for submission.
- **Event Planning & Community Engagement**
 - Assist with planning and coordinating donor events, virtual campaigns, and small fundraisers.
 - Help maintain sponsor lists, track outreach, and manage event logistics as needed.

Required Qualifications and Experience

We're looking for someone who is passionate about building strong donor relationships and is eager to grow in this role. We encourage to apply if you bring most of the following:

- Strong commitment to Densho's mission and values.
- At least 2-3 years of direct experience in nonprofit fundraising, donor relations, or digital campaigns.
- Strong communications skills, both written and verbal, with the ability to connect with diverse audiences.
- Experience working with a CRM or donor database (Salesforce is a plus).
- Familiarity with email marketing or fundraising tools (MailChimp, etc.).
- Attention to detail, with the ability to manage multiple tasks and timelines.
- A collaborative, team-oriented mindset and a willingness to pitch in where needed.
- Comfort and experience working in a digital environment (Google Drive, Excel, Word).
- Interest in equity-focused, community-based nonprofit work.
- Willingness to occasionally work evenings or weekends for donor events or campaigns. Some travel may be required.

Preferred Qualifications and Experience

- Experience managing or growing a monthly giving, membership, or recurring donor program.
- Experience using Salesforce.
- Proficiency with Microsoft Office (especially Excel) and Google Drive.
- Experience with donor segmentation, basic data analysis, or reporting campaign results.
- Comfort with digital storytelling, donor-centered writing, or creating content for fundraising campaigns.
- Experience planning or supporting small donor events or virtual fundraising campaigns.
- Strong knowledge of and network of the nonprofit and philanthropy sector in the King County area.
- Experience working with AAPI communities.
- Knowledge of Japanese American history and its relationship to issues of justice and equity today.

Compensation and Benefits

- Reports to: Director of Development (or Interim Director of Development until the position is filled)
- Location: This position offers the flexibility of being a hybrid role at Densho's office in Seattle's Chinatown-International District, or a remote position. A highly-qualified remote candidate would be considered if they live outside of the Seattle area but within the State of Washington, or near Los Angeles, California, where some of our team members and programming are located.

- Status: Full-time.
- Compensation and Benefits: Salary is commensurate with relevant experience. The salary range for this role is \$63,000 - \$74,000 (DOE). Densho offers a generous benefits package including health, vision and dental plans; Retirement plan matched 50 cents on the dollar up to 6%; PTO starting at 17 days per year; 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.

About Densho

Densho is a nonprofit organization and community archives dedicated to preserving and sharing the history of Japanese American WWII incarceration to promote equity and justice today. Founded in 1996, Densho provides the most comprehensive online resource available on this important history. Through our extensive digital archives, online encyclopedia, and other educational resources, we aim to deepen public understanding, foster dialogue and critical thinking, and educate future generations to help build a more equitable and just society.

Application & Hiring Process

Please include the following in a single file PDF, emailed to jobs@densho.org. Please put "Development Manager" in the subject line. **The deadline for applications is Friday, August 8, 2025.**

- Review the required and desired qualifications in the job description to include a resume that reflects your experience in nonprofit fund development and a compelling cover letter that demonstrates why you are interested in this position.

If you move forward with the process, we will be asking for 2-3 references. A criminal history background check may be conducted on the final candidate prior to beginning employment. A criminal background will not automatically eliminate you from consideration.

Accessibility Accommodation

Densho provides accommodations, upon request, for candidates with disabilities during the application, interview, and hiring process - including options like alternate formats or interpretation services during the interview.

Equal Opportunity Employer

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.