



Position	Development Manager
Reports To	Director of Development & Communication
Classification	Exempt
Salary Range	\$63,000-\$75,000
Hours	40 Hour/week; M-F; Day Shift

### **ABOUT PORCHLIGHT**

PorchLight is a 501(c)3 nonprofit organization founded in 1993 to provide a warm, safe, and hospitable place for single men to sleep and be nourished with three healthy meals each day. Today, with partnerships and support from King County’s Eastside community, PorchLight serves more than 1,700 people each year with street outreach, day center services, shelters, permanent subsidized housing, case management, and other life-saving supportive services—including three meals a day, 365 days a year.

PorchLight a healthy, fiscally stable organization with a dedicated Board and staff poised to advance its mission. Our core values are relationship, community, empowerment, dignity and respect. These values embody the PorchLight mission to partner with men experiencing homelessness & the community to create a path to stable living.

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### **OVERVIEW OF POSITION**

The Development Manager plays a critical role in ensuring the financial sustainability of PorchLight by leading and executing a comprehensive fundraising strategy with a focus on donor management, cultivation, and major gifts. This position is responsible for building strong, lasting relationships with donors and supporters, ensuring alignment with the organization’s mission to support men experiencing homelessness in East King County. The Development Manager will report to the Director of Development and Communication and work collaboratively to meet ambitious fundraising goals while fostering a culture of philanthropy across the organization.

### **KEY RESPONSIBILITIES**

#### **Donor Management & Cultivation**

- Manage the stewardship of all donor relationships, from acquisition through retention, ensuring a personalized and donor-centric approach.
- Develop and implement strategies to identify, cultivate, solicit, and steward a diverse donor base, including individual donors, corporate sponsors, and foundations.
- Maintain accurate donor records in the organization’s CRM, tracking interactions, contributions, and engagement.
- Create and manage a donor stewardship calendar, ensuring timely follow-ups, acknowledgments, and impact reporting.

#### **Major Gifts & Grants**

- Lead the cultivation, solicitation, and stewardship of major donors, working to grow PorchLight’s major gifts program.



- Research and identify prospective major donors, ensuring a pipeline of individuals and organizations aligned with PorchLight’s mission.
- Plan and implement individualized donor engagement plans, focusing on relationship-building to secure multi-year major gift commitments.
- Collaborate with Director of Development to prepare proposals, presentations, and impact reports for major donors and foundations.

#### **Fundraising Events & Campaigns**

- Lead planning and execution of PorchLight’s annual fundraising lunch ensuring donor engagement and participation.
- Oversee annual giving campaigns, including direct mail, digital fundraising, and special appeals, working to increase donor acquisition and retention.
- Assist with corporate sponsorship packages and community partnership opportunities, ensuring alignment with PorchLight’s brand and mission.

#### **Admin**

- Partner with Development Specialist to generate reports to keep senior leadership and board informed of needs and progress.
- Provide regular reports to Director of Development on fundraising performance, donor engagement, and major gift efforts.

#### **QUALIFICATIONS**

- Bachelor’s degree in nonprofit management, communications, public relations, or a related field.
- Minimum of 3+ years of experience in nonprofit fundraising, donor management, or related role.
- Proven success in cultivating and securing major gifts and building long-term donor relationships.
- Strong written and verbal communication skills, with experience creating compelling donor communications and proposals.
- Proficiency in using donor database/CRMs to track and manage donor information.
- Ability to work collaboratively across teams, with strong project management skills.
- Passion for PorchLight’s mission and a commitment to making a positive impact in the community.

#### **Preferred Qualifications**

- Experience managing a donor portfolio with a focus on major gifts.
- Knowledge of fundraising best practices, ethical standards, and legal requirements.
- Familiarity with East King County philanthropic community is a plus.

#### **PHYSICAL REQUIREMENTS**

- Physical ability to sit, walk, and/or stand for prolonged periods of time.
- Ability to stand, stoop, bend, grasp, and/or hold work located at the office or other locations as needed.



- Prolonged periods of sitting at a desk and working on a computer.
- Requires individual can safely lift and carry at least 35 lbs. and must occasionally lift/carry push up to 30 pounds.
- Must be able to access and navigate each department at the agency's facilities.

#### **SUBMISSION**

To apply, please submit resume to [careers@porchlightcares.org](mailto:careers@porchlightcares.org)

#### **TIMELINE**

Applications will be considered on an ongoing basis; position open until filled.

#### **EQUAL OPPORTUNITY STATEMENT**

Decisions and criteria governing the employment relationship with all employees at PorchLight are made in a non-discriminatory manner, without regard to race, color, creed, religion, national origin, sex, marital status, pregnancy, disability, sexual orientation, gender identity, veteran status, age, FMLA status, or any other factor determined to be unlawful by federal, state or local statutes.

The above statements are intended to describe the general nature and level of work being performed by the individual(s) assigned to this position. They are not intended to be an exhaustive list of all duties, responsibilities, and skills required. Management reserves the right to modify, add, or remove duties and to assign other duties as necessary. In addition, reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of this position.