



Membership & Individual Giving Manager

OneAmerica's mission is to advance the fundamental principles of democracy and justice by building power in immigrant communities.

Employment: Full-time, Exempt

Program Area: Development

Reports To: Development Director

Full-Time Salary Band: \$62,000-\$69,000

Location: Seattle, WA; Vancouver, WA; Yakima, WA (Negotiable within WA)

BACKGROUND

[OneAmerica](#) was established in 2001 by U.S. Representative Pramila Jayapal and has since grown to become a locally and nationally recognized leader in advancing immigrant, civil, and human rights. We utilize grassroots organizing, policy advocacy, and civic/electoral engagement to promote justice in three areas: immigration, education and early learning, and democracy reform. Our family of organizations consists of **OneAmerica** (501(c)3), **OneAmerica Votes** (501(c)4), **OneAmerica Votes Justice Fund** (PAC) and **OneAmerica Votes Justice for All Fund** (PAC).

POSITION DESCRIPTION

OneAmerica is seeking a self-motivated Membership & Individual Giving Manager to play a strong role in building a robust membership program, working closely with the Development Director and Development Administrative Assistant to lead our grassroots individual giving program and Annual Fund campaigns and assisting with major fundraising events throughout the year. The ideal candidate will be a goal- and detail-oriented fundraiser driven to learn more. They will bring an anti-racist analysis and/or a lived experience with our issues, experience with individual giving campaigns and/or organization membership programs, and a strong sense of efficiency and time management.

RESPONSIBILITIES

Lead OneAmerica's individual giving campaigns and Annual Fund (50%):

- Track internal staff and board member fundraising progress and help to create a culture of accountability for fundraising across teams and throughout the organization
- Schedule, plan, and lead phonebank fundraising drives and Peer-to-Peer fundraising efforts in support of calendared Annual Fund campaigns
- Cultivate and own a small portfolio of mid-level up to major donors
- Implement annual Giving Tuesday campaign and manage end-of-year donor communications
- Create and send strong, persuasive fundraising emails and mailers for individual campaigns throughout the year in support of an ambitious Annual Fund goal of more than \$100,000 raised from grassroots donors
- Maintain an accurate and updated Salesforce donor database to reflect past, current, and prospective giving, meeting notes, etc.

Manage and grow OneAmerica Votes membership program (30%):

- Develop and implement strategies for retention of existing members and recruitment and cultivation of new grassroots members

- Support and train internal staff, organizers, and community leaders on how to make membership asks in 1:1s and at events with a focus on empowering individuals to make strong asks and facilitate cross-departmental efforts to strengthen the organizational culture of building power through money
- Conspire to create compelling collateral and build OneAmerica Votes' brand through storytelling and to advertise and incentivize membership for the broader community
- Collaborate to strategize around building power through grassroots membership to support OneAmerica Votes' political goals and long-term strategy

Assist with planning and execution of major fundraising events (10%):

- Supporting in planning and executing OneAmerica's Annual Celebration (501(c)3 event), raising more than \$250,000, and Together We Rise (PAC event), raising more than \$50,000, including advance prep, day-of onsite work, and donor follow-up efforts

Assist with organizational power-building efforts (10%):

- Develop base of community members to move around organizational mission and turn out for events and actions
- Attend and participate in OneAmerica power building events
- Additional staff support, as needed, to benefit OneAmerica and OneAmerica Votes and the shared organizational mission

QUALIFICATIONS & ATTRIBUTES

OneAmerica is seeking candidates who are passionate about our mission and are highly proactive. While no one candidate will embody all the qualifications below, our ideal candidate would bring and be:

REQUIRED:

- Prior program planning, implementation, and evaluation experience
- Minimum 2 years of demonstrated direct experience in fundraising, including event planning experience
- Salesforce database experience with an ambition to learn more
- Ability to execute routine administrative procedures with a focus on smooth and efficient operation
- Excellent communication and interpersonal skills and a commitment to professional conduct
- Passion for social justice and building power in immigrant communities
- Excitement around own leadership development and growth, and an interest in helping others to grow and develop both personally and professionally
- Action oriented with a willingness to take initiative and independently generate creative solutions

PREFERRED:

- Experience leading or supporting association membership programs, ideally with a focus on grassroots outreach and power-building
- Creativity and interest in writing and storytelling to inspire action and uplift immigrant voices with Canva experience a plus
- Bilingual or multilingual skills a plus
- High proficiency with Microsoft applications (Word, Excel, PowerPoint)
- Experience with a cloud-based platform, i.e., SharePoint or OneDrive

PHYSICAL DEMANDS

- Ability to be on a computer for majority of the day

- Access to reliable transportation
- Ability to travel within the state (roughly 3-5 times per year if Seattle based. If located in other parts of Washington, roughly 1-2x per month)
- Ability to hold multiple phone and/or video calls a day

WORK ENVIRONMENT

- This is a hybrid position within Washington and can be based out of our Seattle, Vancouver, or Yakima offices. The organization requires employees to be in-office twice weekly on Tuesdays and Thursdays.
- Flexibility within Washington

COMPENSATION & BENEFITS

- Comprehensive health insurance coverage, including vision, dental, life insurance; short- and long-term disability; up to 20 weeks of family and medical leave; and more;
- Other benefits include cell phone and transportation stipends, Flexible Spending Accounts (FSA), 403(b) retirement plans, and relocation packages;
- Five weeks of PTO in years 0-3, six weeks for year 4-6, seven weeks of PTO after 7 years of service;
- Three months paid sabbatical after every five years of service;
- OneAmerica is committed to work/life balance and encourages meeting-free Fridays, and Summer-free Fridays (3-day weekends for two months in the summer);
- We have a transparent compensation philosophy and offer cost-of-living and annual merit-based raises;
- We are committed to employee growth and advancement, including professional development investments

Desired start date: November 13, 2023

Apply by: September 22, 2023

Please be sure to add notifications@app.bamboohr.com to your contact list to ensure delivery of all correspondence from us.

OneAmerica is an equal opportunity employer, and all qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity or expression, pregnancy, age, national origin, disability status, genetic information, protected veteran status, or any other characteristic protected by law.