



360-705-8194

www.soundlegalaid.org

P.O. Box 405, Olympia, WA 98507-0405

DEVELOPMENT MANAGER JOB POSTING

COMPENSATION: Annual Salary, \$60,000 to \$70,000
Health, Vision, and Dental Insurance
Monthly Phone Reimbursement stipend \$50
Vacation and Sick Leave Provided

HOURS: Sound Legal Aid is committed to work-life balance. Thirty-five (35) hours per week is considered full time. Exchange time is available.

LOCATION: The official location for this position is in Olympia. While remote work is possible, all staff are expected to work in the office on at least a part-time basis. Travel within the five counties that make up the Sound Legal Aid service area will be required.

RECRUITMENT: Open until filled. Candidates must include a cover letter, a resume that reflects the required education and experience, and a list of three references (please include phone numbers and email addresses). Please send to smiller@soundlegalaid.org.

ORGANIZATION SUMMARY:

Sound Legal Aid is a 501(c)(3) organization that provides legal assistance to low-income individuals and families for a variety of civil legal proceedings. We provide services through trained volunteer attorneys who help people self-represent by providing legal advice and consultation, and Sound Legal Aid has teams of paid staff attorneys who provide advice and direct representation to eligible clients primarily in eviction defense.

Sound Legal Aid provides legal services in Thurston, Mason, Grays Harbor, Pacific, and Lewis Counties.

Sound Legal Aid is committed to race equity and justice. We want our employees to be diverse and reflect our community. We strive to have services and programs that are free from bias and oppression and staff and volunteers that treat everyone with dignity and respect. More information about what it means to commit to these principles referred to as "REJI" can be found here: [Washington Race Equity & Justice Initiative – WA REJI](#).



POSITION SUMMARY:

The Development Manager is a new position designed to help strengthen Sound Legal Aid's long-term sustainability and community impact. This position will focus on growing and diversifying revenue sources, expanding donor and community engagement, and enhancing public awareness of Sound Legal Aid's mission and programs.

The Development Manager works closely with the Executive Director and Director of Legal Services to identify and pursue funding opportunities, manage communications, and oversee donor cultivation, events, and legacy giving efforts.

Some evening and weekend work may be required to support events and community outreach.

ESSENTIAL FUNCTIONS:

- Develop and implement an annual fundraising and communications plan that includes individual giving, grant writing, corporate and foundation partnerships, and community engagement.
- Strengthen existing funder relationships and identify new opportunities with other state and local agencies.
- Manage donor communications, campaigns, acknowledgments, and events in coordination with staff.
- Design and maintain a donor management system to support fundraising tracking and reporting.
- Coordinate public-facing communications such as newsletters, website updates, and social media.
- Support the creation of marketing materials, storytelling, and impact reports to highlight Sound Legal Aid's work.
- Work with the Executive Director and Director of Legal Services to support grant applications, compliance, and reporting.
- Launch and grow a legacy giving program to cultivate long-term community investment in the organization.
- Perform other job-related duties as assigned.



QUALIFICATIONS:

- Bachelor's degree or equivalent experience in nonprofit management, communications, marketing, or related field.
- Two years' experience in fundraising, development, or donor relations for a nonprofit organization.
- Experience in grant writing and/or managing funding relationships preferred.

Required Knowledge, Skills, and Abilities:

- Strong written and oral communication skills.
- Excellent organizational skills and attention to detail.
- Experience with donor databases or CRM systems.
- Ability to track and analyze data and produce written and verbal reports.
- Demonstrated cultural competence and ability to work with individuals of diverse backgrounds, ages, abilities, races, and identities.
- Proficiency in Microsoft Office Suite (Word, Excel, Teams, PowerPoint, Outlook).
- Ability to work independently and collaboratively with staff, volunteers, and partners.

Desired Knowledge, Skills, and Abilities:

- Experience with communications and marketing for nonprofit organizations.
- Familiarity with legal aid, civil justice programs, or social service organizations.
- Knowledge of Washington's South Sound region and its communities.

Sound Legal Aid is committed to equal employment opportunity regardless of race, color, ancestry, religion, sex, national origin, sexual orientation, age, citizenship, marital status, disability, gender identity, or veteran status. Sound Legal Aid staff and its Board of Directors believe in the power of diversity and are committed to building a culturally inclusive team.