



MEDIC ONE FOUNDATION

POSITION TITLE: Associate Director of Donor Engagement

REPORTS TO: Director of Philanthropy

Position Summary

The Associate Director of Donor Engagement serves as a senior member of the Medic One Foundation's Development team and is the primary partner to the Director of Philanthropy in advancing donor engagement and revenue growth. We're looking for someone who loves working with people, brings strong team camaraderie, and approaches their work with energy, professionalism, and a can-do attitude.

This role focuses on building and strengthening relationships with mid-level donors (\$1,000–\$10,000), corporate partners, and event supporters, while providing strategic oversight and execution of the Foundation's signature fundraising and stewardship events.

Working in close collaboration with Marketing & Communications, this position helps design and implement donor-centered fundraising and engagement strategies that deepen relationships, increase giving, and clearly communicate impact.

Key Responsibilities

Mid-Level Donor & Individual Giving (\$1k–\$10k)

- Develop and implement an ambitious plan to grow Medic One Foundation's mid-level donor program, including annual goals, metrics, and stewardship strategies.
- Manage a portfolio of mid-level donors and prospects, including cultivation, solicitation, and stewardship through personal outreach, events, and targeted communications.
- Conduct donor research and discovery to identify and qualify new prospects.
- Track and report trends, opportunities, and challenges related to mid-level giving.

Corporate Giving & Sponsorships

- Build and maintain strong relationships with corporate donors and sponsors through regular communication, recognition, and impact reporting.
- Develop and execute sponsorship strategies aligned with Foundation events and programs.
- Collaborate with Marketing and Development staff to design targeted outreach and engagement opportunities for corporate partners.

Events & Donor Stewardship Experiences

- Lead and manage the annual Lifesavers Gala, including fundraising strategy, timeline management, vendor coordination, sponsorship development, and donor engagement—working in partnership with the Annual Giving Coordinator, Donor Services & Operations staff, and external vendors.
- Provide oversight and strategy for donor stewardship events, recognition opportunities, and cultivation experiences.
- Ensure events are donor-centered, mission-aligned, and effectively communicate impact.

Donor Strategy, Stewardship & Engagement

- Develop and implement cultivation, solicitation, and stewardship strategies to increase donor engagement and financial commitment.

- Engage appropriate program staff, senior leadership, Board members, and volunteers in donor relationship-building efforts.
- Ensure all donor communications utilize compelling, donor-centered language and clearly articulate impact.
- Support the Director of Philanthropy in planned giving promotion and solicitation efforts targeted to mid-level donors.

Grants & Institutional Support

- Assist with grant writing, reporting, and stewardship as needed.
- Track and report on trends and issues related to grant funding and institutional partnerships.

Collaboration & Leadership

- Work closely with the Director of Philanthropy to develop and implement comprehensive fundraising and engagement strategies.
- Partner with Marketing & Communications to align fundraising priorities with integrated messaging, campaigns, and donor communications.
- Serve as a senior team member contributing to planning, problem-solving, and continuous improvement across the Development program.

Qualifications

- Bachelor's degree or equivalent professional experience required.
- Minimum of 5 years of progressive fundraising experience, with demonstrated success in donor cultivation, solicitation, and stewardship.
- Experience managing mid-level donors and corporate relationships preferred.
- Strong relationship-building, communication, and presentation skills.
- Ability to manage complex projects, timelines, and multiple priorities.
- Comfort working collaboratively across teams, including Marketing, Finance, and senior leadership.
- Willingness to participate in evening and weekend activities as required.
- Superior written and oral communication skills.
- Proficient in Microsoft Windows, Excel, Word, and Power Point.
- Knowledge of donor data systems (Raiser's Edge NXT preferred).

Work Environment

- This is a full-time, exempt position based in the Bellevue, WA. Occasional evening and weekend work is required to support donor meetings and events.

Compensation and Benefits:

Salary: \$80,000-\$85,000 annually, DOE, comprehensive benefits package, 401k match, generous PTO.

How to Apply: Don't just send a resume. Tell us why you're the right person to help grow our annual fund and deepen donor relationships — and why we should bring you onto our team. Send to Kim Martin at kim@mediconefoundation.org

Equal Opportunity Statement: We're committed to diversity, equity, and inclusion in our staff and volunteers, our board of directors, and the programs and organizations we fund. Medic One Foundation provides equal employment opportunities without regard to race, color, gender, national origin, age, handicap, or sexual orientation.