Fund Development Manager (Hybrid Remote)

Main areas of focus: Donor relationship building, fundraising, communications, strategic planning
Location: Hybrid Remote, working in our Bellevue, WA office on Monday, Wednesday, and Friday, and remotely on Tuesday and Thursday.

Job Summary
As the Fund Development Manager, you will be at the forefront of Mona’s fundraising efforts – cultivating our donor pipeline, building relationships with our supporters, and helping organize events to secure funding for our mission. Reporting directly to the CEO and indirectly to the COO, you will play a vital role in achieving the Foundation’s strategic objectives, making a significant impact on our mission!

You’ll be responsible for:

- Identifying individuals, corporations, and foundations that have the potential to become new donors and inviting their support
- Stewarding existing donors to keep them engaged, informed, and involved with Mona’s mission
- Working with the CEO and Board of Directors on our major gifts and endowment initiatives
- Drafting communications and fundraising appeals to donors and prospects to nurture their interest and support
- Developing marketing materials on giving options and other donor-related collaterals in collaboration with our graphic designer
- Creating Mona’s annual development plan and associated operating budget in collaboration with the CEO and COO, and providing quarterly progress reports
- Contributing to grant-seeking efforts and reports as needed

You must have…

- A Bachelor’s degree
- 2-3 years of experience stewarding donors and fundraising in the non-profit world
- Top notch writing and presentation skills with the ability to engage an audience
- Great networking skills and a passion for building authentic relationships
- Excellent organizational skills with the ability to develop and effectively execute plans
- Analytical skills that enable you to prepare reports to drive development objectives forward
- Ability to learn quickly and to work both independently and as part of a highly collaborative team
- Proficiency with Microsoft Office Suite (Word, Excel, PowerPoint, Outlook)

It’s an added plus if you have experience with …
- Salesforce Non-Profit Success Pack
• International travel or volunteer service

Benefits and Perks:
We take good care of our team, including a competitive salary and benefits package, so you can shine and thrive while making a difference. You may have the opportunity for occasional international travel in this role.

Ready to join the Mona Foundation family? This is an immediate hire. Send your resume and a cover letter by August 1st, to monafoundation@monafoundation.org, or drop it in the mail to Mona Foundation, 14150 NE 20th St, F1-527, Bellevue, WA 98007.

About Mona Foundation:
Recognized as a “trailblazer” for our groundbreaking approach, we partner with grassroots organizations around the world that educate children, empower women and girls, and emphasize service to the community. We bring together a global community of change makers - donors, nonprofits, businesses, and local partners - to address the root causes of poverty and inequality, build capacity at the local level, and accelerate systems change. This live-saving, life-changing, and transformative work is raising capable and ethical young adults who contribute to the betterment of their families, communities, and ultimately their nations. In 2022, we educated and empowered 1,662,548 students through 26 grassroots organizations in 15 countries.

At Mona, we celebrate diversity and believe that having a team with different backgrounds and perspectives makes us even stronger. You’ll be part of a collaborative, creative environment where your ideas and contributions truly matter. Let’s create a world of genuine opportunities and lasting impact together.