

FAIR WORK CENTER



Job Opportunity

Senior Data & Development Specialist

ABOUT THE ROLE:

Fair Work Center & our sibling organization, Working Washington, are seeking an experienced Senior Data and Development Specialist. The Sr. Data & Grants Specialist plays a key role in ensuring that both our fundraising operations and data systems function effectively and equitably. This position bridges development and data management, overseeing the management of our grants, supporting writing and reporting efforts, ensuring donor data integrity, maintaining our EveryAction CRM system, and supporting our Salesforce CRM management. This position will be supervised by the Director of Culture, Development, and Data, and will help both organizations.

ABOUT THE ORGANIZATION(S):

Fair Work Center and Working Washington are national leaders in new forms of worker organizing and building an economy that puts workers first. Along with our partner organization, Fair Work Center, we build worker power through education, organizing, and enforcement. Over the past decade, we have won first-in-the-nation rights for [domestic workers](#) and [gig workers](#) through our [PayUp campaign](#) and led the campaign to raise the minimum wage in SeaTac and Seattle. We [organized to make Washington's overtime laws the strongest in the country](#) and won [nearly half a billion dollars for immigrant workers during the pandemic](#). We are building a statewide base of workers who will continue to drive our future campaigns to reduce income inequality, center the needs of immigrant workers and workers of color, and shift the balance of power back to working people.

KEY RESPONSIBILITIES:

Grant Applications and Management - 40%

- In collaboration with the Director of Development Research, update and maintain current information on potential new funders through prospecting research, assess their alignment with our work, and track upcoming application deadlines. This includes developing a strategy for engaging with prospects in partnership with the Director of Culture, Development, and Data.
- Project manage, lead, and execute grant application submissions, including drafting materials; coordinating across program, communications, operations, and development staff.

- Manage and execute the grant reporting process, tracking reporting deadlines, producing first drafts of reports, and/or working with relevant staff to obtain required information to share our impact with funders.
- Support program staff in utilizing EveryAction and Salesforce, our CRM systems, to track outcomes, trends, and data related to grant deliverables, ensuring we are on track to meet key metrics and goals.
- Manage and execute contract amendments and invoicing, meeting with funders as needed
- In collaboration with the communications team, lead the process to develop fundraising materials using consistent and compelling messaging to make the case to funders to support our work.

Individual Donor Relationship Building & Stewardship - 20%

- Execute individual giving program goals, including supporting grassroots fundraising drivers and ongoing donor organizing.
- Track staff and board member fundraising commitment and progress, fostering a culture of accountability for fundraising throughout the organization
- In alignment with a clear strategy designed by the entire development team, regularly conduct outreach to current individual donors through phone, email, and mail.
- Lead efforts in the development of new strategies for donor acquisition and relationship building, including supporting annual appeals.
- Play a leadership role in the planning and execution of the organization's general and fundraising events.
- Participate in the development and distribution of creative fundraising appeals and content for email campaigns, mailed appeals, website, and social media - tracking impact through data collection and analysis.
- In collaboration with the rest of the Development team, create strong, persuasive fundraising emails and mailers for individual campaigns throughout the year to support ambitious annual fundraising goals from grassroots donors.
- In collaboration with the rest of the Development team, ensure the accuracy of donor contact & donation information over time in Salesforce and EveryAction.

Collaboration with Departments Engagement in Organizational Campaigns & Initiatives - 5%

- Attend and participate in FWC organizational capacity-building events, including but not limited to: coalition and partner meetings, conferences, and events led by other teams at the organization.

Data Management & CRM Administration 35%

- Serve as one of the primary administrators for EveryAction and related digital engagement tools in support of the Director of Culture, Development, and Data, and provide oversight and support of data reporting.

- Provide support to the legal team in managing and cross-referencing data in Salesforce - including acting as a support administrator to build out Salesforce integrations when appropriate and with the approval from the director of Development, Culture, & Data.
- Ensure and maintain data accuracy, completeness, and security across the organization through regular audits and updates.
- Lead the collaboration with staff and external consultants to customize fields, workflows, dashboards, and reports within EveryAction & Salesforce.
- Manage integrations between EveryAction and other tools such as Action Network, Hustle, and Typeform, with support from the director of development, culture and data
- Lead the process for building ongoing training support to staff on CRM usage, data entry standards, and best practices for reporting, with support from the development specialist.
- Oversee the maintenance of donor and funder information within EveryAction, ensuring accuracy and effective segmentation for outreach purposes.

QUALIFICATIONS;

- Strong familiarity with CRMs and databases; experience with EveryAction or similar platforms required.
- 3-5 years of experience in grant writing, reporting, or fund development.
- Ability to manage complex datasets, produce reports, and ensure data integrity.
- Excellent written and verbal communication skills.
- Strong project management and organizational skills; ability to meet multiple deadlines.
- Demonstrated collaboration and problem-solving abilities.
- Commitment to racial, social, and economic justice.
- Experience in EveryAction administration and customization.
- Experience in nonprofit data management, donor tracking, and/or program evaluation.
- Skill in using data to support fundraising, reporting, or outreach.
- Experience in training or supporting non-technical staff on digital tools.

COMPENSATION & BENEFITS

This is a bargaining unit position. The starting salary range is **\$75,455.25** to **\$100,625.25** depending on experience, with generous benefits including:

- Fully paid family health care
- Employer 401(k) contribution
- Substantial vacation, sick leave, and holidays
- ORCA card and remote work flexibility

More on Salary: This is a bargaining unit position. Salaries are set by the union pay scale, with starting pay ranging from **\$75,455.25** to **\$100,625.25**, based on relevant experience, and significant annual step increases and COLAs each year. This role may be considered for our non-senior pay range for candidates with exceptional experience and qualifications that do not meet senior-level requirements.

Other Information: This is a salaried, overtime-exempt position based in our Seattle or Yakima office, although it can be performed primarily remotely from anywhere in Washington. It may require occasional evening and weekend work and occasional travel throughout the state to support users in other offices or locations.

How to Apply: Send a cover letter and resume to lpetersonburge@fairworkcenter.org with “Data & Grants Specialist” in the subject line. Applications will be reviewed on a rolling basis.

We strongly encourage applications from people of color, immigrants, women, LGBTQ+ people, people with disabilities, and individuals from other historically marginalized communities.

Commitment to Equity: Fair Work Center is an Equal Opportunity Employer. We strongly encourage people from communities most negatively affected by historical and ongoing inequity to apply, particularly: people of color, immigrants, women, lesbian, gay, bisexual, queer, trans, and gender non-conforming people, and people with disabilities. We seek candidates whose lived experiences reflect the lived experiences of the workers we support. If you need disability, language or other accommodation in the application process, please contact Lexi Peterson-Burge at lpetersonburge@fairworkcenter.org