

# Development & Communications Manager

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United Way of Whatcom County

Location: Bellingham, WA

Status: Full-Time, Non-Exempt

Salary Range: \$55,000–\$65,000 (plus competitive benefits)

## Join Our Team

United Way of Whatcom County is seeking a passionate and community-centered Development & Communications Manager to help advance our mission and strengthen our region. This role blends fundraising, communications, storytelling, and community engagement in service of building a more equitable and connected Whatcom County.

## Position Overview

Working closely with the President/CEO, Director of Development and Community Impact, and the Development team, this role supports fundraising strategy, donor and partner relationships, and inclusive communications that reflect the diverse voices of our community. Occasional evenings and local travel within Whatcom County are required.

## Key Responsibilities

### Fundraising & Resource Development

- Support annual fundraising efforts, including workplace campaigns
- Deliver presentations to donors, companies, and community groups
- Develop culturally responsive donor outreach and engagement
- Assist with sponsorship development and event planning

### Marketing & Communications

- Create and manage campaign materials and storytelling content
- Manage website content, accessibility, and basic SEO
- Oversee social media and digital communications
- Develop newsletters, press releases, and outreach materials

### Donor & Community Engagement

- Build meaningful, trust-based donor and community relationships
- Ensure timely donor stewardship and acknowledgements

- Collaborate with partner agencies and community leaders

## Qualifications

We encourage applicants from diverse backgrounds and lived experiences. You do not need to meet every qualification to apply.

- 1–3 years of experience in fundraising, communications, marketing, outreach, or similar work
- Strong relationship-building and communication skills
- Experience with social media or digital communications
- Comfort handling confidential information
- Proficiency with Microsoft 365 and willingness to learn new systems
- Experience with Canva or website management a plus

## Compensation & Benefits

This full-time, hourly position offers medical, dental, retirement, paid vacation, sick leave, and paid holidays. Salary range: \$55,000–\$65,000, depending on experience. Additionally, this position can be a hybrid position with the option of working remote on Mondays/Fridays.

## Our Commitment to Equity, Inclusion, and Belonging

United Way of Whatcom County is committed to advancing equity and fostering a culture of inclusion and belonging. We strongly encourage applications from individuals who identify as Black, Indigenous, People of Color (BIPOC), LGBTQIA+, people with disabilities, immigrants, bilingual or multilingual individuals, and others whose lived experiences reflect the communities we serve. Reasonable accommodations are available throughout the hiring process and employment.

## How to Apply

Please submit your resume to [joanne@weiserinnovations.com](mailto:joanne@weiserinnovations.com).