



August 30, 2021

Contact: Barbara de Michele, Interim Executive Director, Influence the Choice
Phone: 206-898-5210
Email: execdir@influencethechoice.org

Influence the Choice Seeks Development Manager

Influence the Choice, Issaquah's youth drug prevention coalition, is seeking a Development Manager to lead the organization's development and fundraising activities. The successful contractor will work on a part-time basis with the Executive Director, board of directors, and volunteers to develop a long-range sustainability plan, conduct outreach to major donors, and implement fundraising activities.

Influence the Choice is a non-profit 501c3 business with a mission of reducing and preventing youth substance abuse within the Issaquah School District area. It is currently funded primarily through a ten-year Drug Free Community (DFC) federal grant, with some additional fundraising activities. Influence the Choice is entering its 9th grant year in October 2021 and seeks to position itself for continued and long-term success during the two-year period before the grant expires in 2023.

Knowledge about youth substance abuse prevention is preferred but not required for this position. Candidates should have demonstrated previous success with community outreach, strategic plan development and fundraising. Experience working with a broad range of community interests and organizations is a plus. Demonstrated support for inclusion, diversity and equity initiatives is a must.

Healthy Youth Healthy Community
206-898-5210 * execdir@influencethechoice.org
Website: <https://www.influencethechoice.org/>
580 Front Street South, Unit C-215, Issaquah, WA 98027

Work will be based within the Issaquah School District service area but may include outreach to regional, state and federal resources, as well as major donors throughout the region. The selected contractor will be expected to work virtually from home or engage in meetings within the community. No office space is provided. However, a laptop computer, printer, other office supplies, travel expenses and other related expenses will be provided.

Compensation for this position is dependent upon experience within a range of \$25 to \$28 per hour, for 15 to 20 hours per week, within a total annual range of \$23,000 to \$25,000. The number of hours of work per week will vary, but ITC estimates an *average* of eighteen hours per week. No benefits are provided for this position. Vacation times or other absences can be arranged flexibly with the Executive Board.

More information about Influence the Choice can be found at our website, <https://www.influencethechoice.org/>.

Applicants should submit a letter of interest and resume to Barbara de Michele, 580 Front Street South, Unit C-215, Issaquah, WA 98027 or via email to execdir@influencethechoice.org by Friday, October 1, 2021.

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