



JOB POSTING

Title:	Development Associate
FLSA Classification:	Non-Exempt
Pay Range:	\$28.13 - \$30.08 per hour
Posting Date:	January 13, 2026

Overview

Who We Are

The Ronald McDonald House Charities of Western Washington & Alaska supports seriously ill children and their families by providing housing, meals, and other essential support services at our facilities in Seattle, WA and Anchorage, AK. Each night we house 139 families, offering the comforts of home near the medical care their children need. Enabling families to stay close to their hospitalized child supports the health and well-being of the child and saves families millions of dollars in hotel and food costs each year. At the House, each of these families finds comfort, support, and hope as they navigate their child's medical crisis. RMHC of Western Washington & Alaska is an independent not-for-profit 501(c)(3) organization.

JOB SUMMARY

The Development Associate plays a key role in advancing the fundraising and donor engagement efforts of Ronald McDonald House Charities of Western Washington & Alaska. This position plays an active role in supporting and strengthening donor communications, individual giving, and community fundraising efforts, while ensuring the smooth execution of development operations and events.

As the team's first dedicated support role in several years, this position is both defined and evolving. The successful candidate will begin with a clear set of responsibilities focused on donor engagement, fundraising support and operations, with the opportunity to shape and expand the role over time as the department grows and priorities evolve. The Development Associate reports directly to the Director of Strategic Initiatives

PRINCIPAL DUTIES AND RESPONSIBILITIES

Individual & Employee Giving (30%)

- Contribute to the execution and ongoing improvement of employee giving programs, including stewardship and campaign communications.
- Manage annual calendars for employee giving campaigns and workplace engagement, ensuring this donor group engaged and committed.

- Serve as the primary contact for employee giving events and inquiries; represent RMHC at workplace giving fairs and presentations.
- Support donor stewardship efforts, including acknowledgements, recognition materials, and donor group communications.
- Help ensure accurate donor records in Raiser's Edge NXT and other systems.
- Contribute the development and growth of key donor groups and giving societies to build commitment and community.

Event & Community Fundraising Support (30%)

- Provide administrative, fundraising, and logistical support for major events (e.g., gala, golf tournament), including sponsor packet preparation, RSVPs, auction support, and vendor coordination.
- Serve as the first point of contact for small to mid-size community and third-party fundraising events, making sure these groups are supported and appreciated in their efforts for the House.
- Act as first point of contact for “fundraise for a cause” events. Execute the promotion and donor stewardship for this constituency.
- Assist in coordinating McDonald's partner engagement and visits, including preparation of materials and incentives.

Donor Communications (30%)

- Build and schedule email campaigns using Constant Contact, ensuring accuracy in formatting, links, and lists; track key performance data for team use.
- Support social media and website updates in alignment with content plans and brand guidelines set by the Donor Communications Manager.
- Track engagement metrics across email, web, and social platforms; prepare monthly performance summaries to inform content and fundraising strategies.

Administrative (10%)

- Manage development inboxes and donor inquiries, ensuring timely, professional responses.
- Process development department mail, gifts, and donor-facing phone calls accuracy, professionalism, and attention to donor experience.
- Pull and compile fundraising performance data from multiple systems (Raiser's Edge NXT, FundraiseUp, Constant Contact, and other sources) to support KPI tracking and dashboard updates for the development team.
- Participate in donor, volunteer, and partner tours as needed.
- Assist with internal process improvements and new system integrations as the development team's needs evolve.
- Other duties as assigned.

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties, or responsibilities that are required of the employee for this job. Duties, responsibilities, and activities may change at any time with or without notice.

QUALIFICATIONS

- 1–3 years of experience in fundraising, nonprofit program coordination, communications, or administrative support.
- Strong organizational skills with the ability to manage multiple priorities and deadlines.
- Excellent written and verbal communication skills; comfortable engaging with donors, volunteers, and partners.
- Attention to detail with a proactive, problem-solving mindset.
- Proficiency with Microsoft Office and CRM systems (Raiser's Edge NXT experience a plus).
- Familiarity with employee giving and fundraising campaigns preferred.
- Commitment to the mission of RMHC and a collaborative spirit.

Success in this role means becoming a trusted, go-to team member who keeps the development department running smoothly and ensures donors, partners, and volunteers experience timely, thoughtful engagement. Within the first year, the Development Associate will:

- Build confidence in working in multiple fundraising and communication systems, ensuring accurate data and smooth processes.
- Anticipate team needs and take initiative to solve problems, streamline tasks, and strengthen donor touchpoints.
- Demonstrate strong follow-through and attention to detail in event logistics, donor communications, and data reporting.
- Strengthen employee giving and community fundraising programs through organized outreach, stewardship, and clear communication.
- Ensure smooth day-to-day operations by handling administrative tasks that free up team members to advance key fundraising initiatives.
- Represent RMHC with professionalism and warmth, reflecting the organization's mission of comfort, community, and hope.

Here's why you'll love working at RMHC:

Amazing People – We are a collective of dedicated nonprofit professionals, direct service family advocates, social workers, and bilingual housing and facilities teams that make the RMHC House a home away from home.

Caring Environment – Our House is a community where our nurturing staff support and provide services for families who are experiencing unique pediatric medical episodes in their lives; our House sparks joy and celebration to help lighten the heaviness of enduring medical treatments.

Great Location – Our House is nestled in the beautiful Laurelhurst neighborhood of Seattle, WA along the Burke Gilman trail and a short walking distance from Seattle Children's Hospital.

Robust Benefits – RMHC offers generous paid time off that includes 10 paid holidays, 12 sick days, 2 personal days and vacation per our schedule and DOE, 100% employer-paid medical/vision and dental plans, life insurance, and 401(k) retirement savings with an employer match.

Strong History –A Home Away from Home: RMHC of Western Washington and Alaska was established in 1983 with its first House opening in Seattle and serving 22 families. Today we have three facilities in Seattle, including 10 Bone Marrow Transplant Apartments with a total of 105 rooms. Our Anchorage House in Alaska has 34 rooms and is nestled on the 6th floor of the Alaska Native Medical Center’s patient housing. Patients include expectant mothers with high-risk pregnancies as well as pediatric patients and their families.

HOW TO APPLY

Priority will be given to candidates who submit resumes by January 27, 2026.

Please submit your materials to hr@rmhcseattle.org

Ronald McDonald House Charities of Western Washington & Alaska is an equal opportunity employer. We value a diverse workforce and strongly encourage applicants of all backgrounds to apply, regardless of race, color, religion, national origin, sex, age, marital status, sexual orientation, gender identity/expression or disability.