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**Job Title: Investment & Partnership Associate**

**Department:** Investment & Partnership (Island/Skagit)

**FLSA Classification:** hourly, non-exempt

**Reports to:** Major Gifts and Donor Partnerships  
Manager

**Hours:** 32 per week

**JOB SUMMARY**

This position will serve as a spokesperson and ambassador for Sherwood under direction of the Major Gifts and Donor Partnerships Manager and is primarily responsible for developing and deploying individualized cultivation strategies with current and perspective investors. This position will work closely with Sherwood Department Leaders to meet program needs.

**ESSENTIAL DUTIES & RESPONSIBILITIES**

1. Cultivate and maintain relationships with current or prospective business, community leaders, supporters and volunteers who are current or prospective partners and investors in our work.
2. Meet face to face with donors, prospective supporters, and potential sponsors to solicit financial or otherwise beneficial partnerships that further agency mission and awareness in community.
3. Solicits, accepts and acknowledges all collectible donations, manage contacts and other data for current and potential donors, events, corporate donations, including database development, management and email lists. Provide reports and updates as requested.
4. Prepare mailing of informational materials including appeals, acknowledgements and receipts.
5. Assist agency efforts with event planning and execution, in conjunction with Investment & Partnership Director, Sherwood leadership, staff and volunteers. Recruit volunteers to meet agency needs.
6. Provide presentations to community groups, businesses, and events to promote Sherwood and our mission.
7. Collaborate with Marketing Specialist in creation of marketing, communications and development strategies ensuring alignment with mission and goals set by Sherwood Leadership.
8. Collaborate with the I&P and other department team members to manage established business relationships, cultivate new relationships and enhance community visibility to further goals set forth by department leads
9. Train across different departments to gain a full understanding of services and current needs of Sherwood Programs. This might include attending staff and yearly goal planning meetings.
10. Other duties as assigned.

**MINIMUM QUALIFICATIONS**

1. Education  
Record of outstanding academic achievement.
2. Experience  
Proven track record of increasing revenue
3. Other required Knowledge, Skills, and Abilities:  
Exceptional written and oral communication skills.  
Works well in team and community settings.

Ability to pass DSHS background check.

Current and valid identification

Valid driver's license, with reliable transportation with insurance coverage sufficient to cover potential liability. An acceptable three-year motor vehicle report and the continuous retention of an acceptable three year motor vehicle report.

Proof of vaccination status for COVID-19

## PREFERRED QUALIFICATIONS

- Optimistic, positive and charismatic disposition.
- Highly tuned listening skills.
- Confident, professional and demonstrated passion for our mission.
- Strong empathy and tireless perseverance.
- Organized, detail-oriented, motivated, self-starter
- General language, word processing, mathematical and reasoning skills
- Ability to build strong relationships and community partnerships
- Confidence in procuring donations ("making the ask")
- Proficiency with technology including MS Office Suite

## EQUIPMENT USED

1. General office equipment, including fax and copy machines, printers, etc.
2. Computer, including basic use of Microsoft Office Suite.
3. Phone & iPad

## WORK ENVIRONMENT

11. Sherwood offers a positive work environment with supportive leadership staff. This position will demand multi-tasking and flexibility in tasking.
  - Able to comfortably work in an office environment, including sitting for extended periods of time and moving about campus as needed
  - Ability to attend numerous appointments in a variety of community settings each workday
  - May also include stooping, kneeling, reaching and lifting items up to 50lbs

Employee Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Manager Signature: \_\_\_\_\_

Date: \_\_\_\_\_

The job description does not constitute a written or implied contract of employment. Sherwood reserves the right to revise or change job duties and responsibilities as the need arises.

All activities of this position shall be consistent with the agency's mission "to provide quality community-based services and support for children, adults and families, enabling them to live meaningful lives to the maximum of their capabilities." The person filling this position will have the commitment to work effectively with diverse populations, including persons with disabilities.

All qualified applicants will receive consideration without regard to race, color, sex, religion, creed, marital status, age, Vietnam era disabled veteran's status, sexual orientation, pregnancy or presence of any sensory, mental or physical disability. All employment related decisions are based solely on relevant criteria including training, experience and suitability.

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