

Title: Director of Development & Communications

Hours: Full-time (40 hrs/wk), exempt

Salary: \$75,000 - 80,000/annually

Reports to: Executive Director

Date: April 2023 - Open Until Filled



To Apply

- Please submit cover letter and resume via email to jobs@gaycity.org
- Please use "**Director of Development & Comms - *Your name***" in the subject line

Our Vision

Seattle's LGBTQ+ Center is the definitive hub for LGBTQ+ individuals seeking affirming and responsive resources, wellness, and community.

Our Mission

Seattle's LGBTQ+ Center cultivates access and connections to promote self-determination, liberation and joy in our communities.

Position Summary

The Director of Development and Communications is tasked with increasing engagement with LGBTQ+ communities and strengthening relationships with financial supporters to ensure the organization's long-term sustainability. This role will lead the agency's philanthropic fundraising and communications strategy and manage fundraising-related operations for Seattle's LGBTQ+ Center.

The right candidate for this role will be deeply rooted in restorative philanthropy practices, and demonstrate a commitment to combating the traditionally extractive history of philanthropy. This role will lead the organization's development and communications strategy through the lens of targeted universalism, and will actively engage with the expansion of the Center's programming by helping to secure funding through an anti-oppressive lens.

Roles & Responsibilities

In order to help the Center meet its fundraising goals and continue to stretch ourselves on behalf of the LGBTQ+ community, the Director of Development and Comms will need to demonstrate leadership and drive strategy, planning, management and evaluation in the following areas:

Individual Giving & Communications (45%)

- Plan, manage, execute, write collateral, and evaluate multi-channel giving and communications campaigns and digital fundraising campaigns, including newsletters, monthly recurring giving campaigns, giving day campaigns, and an end-of-year campaign
- Cultivate, solicit and steward a portfolio of 15-25 donors
- Support the Executive Director and any participating board members in managing major donor portfolios and cultivation plans
- Drive the strategy, vision and implementation of fundraising events, which currently included a summer garden party, a World AIDS Day event, year-round third party events, and small donor cultivation events

- Co-create and oversee a communications strategy with the communications team that highlights the broad impact of The Center's work
- Responsible for all donor stewardship with support of the Development Committee

Development and Communications Operations (15%)

- Oversee Salesforce CRM and ensure accurate and timely reporting, donating receipting, annual tax letters, annual report, etc
- Use and manage the CRM to drive fundraising strategy and operations, including entering contact reports and running queries and reports for solicitation and engagement actions
- Continue to refine the organization's use of electronic infrastructure for fundraising and communications; collaborate internally to link different tools for different purposes
- Supervise the Community Engagement team (Development, Marketing, Communications, & Volunteers)

Institutional Relations & Grant Writing (25%)

- In collaboration with the Executive Director, create, develop and manage relationships with private and corporate foundations
- Write grants, meet with funders, and solicit support for existing and new programs and initiatives
- Manage the timelines for grant and report submissions and ensure all submissions happen in a timely manner
- Identify and reach out to community partners, government funders and workgroups, and private foundations to create programming opportunities, identify funding opportunities, and build partnerships with community members and volunteers
- Collaborate with the Executive Director, program staff and/or finance staff to develop project budgets and other financial elements of grant proposals
- Solicit and secure corporate sponsorships for events, with support from the board of directors in cultivating corporate relationships
- In collaboration with the CEO and Board of Directors, develop a plan to move towards year-round holistic corporate partnership program to grow corporate revenue and decouple corporate giving from a pure events focus

Management and Leadership (15%)

- Devise and manage a robust development plan for all areas of fundraising, and evaluate results on an ongoing basis
- Actively engage with board members, donors, funders, peer organizations, and other stakeholders and partners
- Provide monthly status report to the Board of Directors, and participate in board and committee meetings
- Provide overall strategic leadership, vision, and direction for the organization's funding opportunities in collaboration with the leadership team
- Foster shared leadership, funding transparency, inclusive decision-making, and positive relationships between the leadership team, staff, and partner organizations & individuals
- Contribute to budgeting and goal-setting, monitor development expenses and revenue, ensure effective financial reconciliation
- Collaborate with key program staff to develop impact-centered donor cultivation and stewardship activities
- Drive the engagement of the board in fundraising and helping them find effective ways to contribute to fundraising from their unique skillsets and interests
- Participate in board strategic planning and visioning and bring a fund development lens to the table during these processes

Qualifications (required)

- A passion for Seattle's LGBTQ+ Center's mission, vision and commitment to intersectional social justice
- 5-8 years of progressively responsible experience in fundraising and development as a generalist with both individual and institutional giving experience
- Excellent oral, written and public speaking skills to a wide array of stakeholder audiences
- Familiarity with CRM/donor database systems and with online fundraising tools and platforms; experience with Salesforce a plus
- Strong ability to build/maintain relationships and work in teams
- Proactive, enthusiastic, flexible, resilient, and able to juggle multiple priorities
- Collaborative, creative and innovative; able to partner to develop and drive ideas from conception to reality
- Strong analytical and problem-solving skills
- A growth mindset and openness to feedback
- Bachelor's degree encouraged but not required

Benefits

- Full healthcare, dental, and optical coverage offered.
- Generous vacation, paid holidays, sick leave, and safe leave after successful completion of the 90-day introductory period.
- Seattle's LGBTQ+ Center recognizes the importance of saving for retirement and offers eligible employees a 401(k) plan.
- Free ORCA Pass.

I-9 & Vaccine Compliance

On your first day of work, you will be required to provide proof of your eligibility for employment under the Immigration and Reform Control Act of 1986, as amended. Therefore, please bring proper photo identification, such as your passport, or your driver's license and social security card on your first day. You will also need to provide proof of COVID vaccination.