



Position: Director of Development

Reports to: SVP of Development & Communications

Overview:

The Development Director is responsible for helping the organization systematically grow and strengthen its overall fundraising capacity and ensuring diverse fundraising support through individual giving, major gifts, grants and foundations and special events. Key initiatives include building a stronger individual giving program, as well as diversifying the contributed income sources, specifically with special events, grants, foundations and local fundraising. They will work closely with CEO and SVP of Development & Communications on key initiatives and donor stewardship, as well as direct the development staff in execution of their individual and coordinated duties.

Primary Responsibilities:

- Create and execute a comprehensive, annual fundraising plan to successfully support the organization's goals, helping ensure a 8-10% annual growth year over year; key plan components include specific dollar goals, strategies and tactics for individual giving, grants and foundations, special events, and regional fundraising campaigns
- Develop and manage all individual and workplace giving fundraising campaigns, including telemarketing, direct mail, holiday appeals, quarterly appeal and personal asks
- Develop a targeted annual goal and plan to increase individual and major gifts revenue and to increase present donor average and median gift amounts
- Create and implement a donor recognition program that will retain and upgrade donors at all levels of giving
- Manage SOWA's planned giving strategy and resources
- Develop, implement and monitor progress toward short- and long-term fundraising strategies and goals
- Oversee the strategy and execution of the annual fundraising events including the Tasting Room auction, Breakfast with Champions Seattle and Spokane, annual Law Enforcement Torch Run Campaign, and actively engage the board of directors in fundraising efforts
- Oversee the grants pipeline and work with the Development Team and other leadership staff (programs, marketing, finance) to author grant proposals and reporting to foundations, corporations, and public agencies
- Coach, mentor, supervise, set goals with and for, and evaluate the performance of development staff including Special Events Manager, Law Enforcement Torch Run Campaign Manager, Senior Manager of Philanthropy, Development Manager East Region, and Database Manager
- Ensure the efficiency and integrity of donor data collection and management

- Oversee the development and implementation of strong operational systems ensuring timely cultivation, solicitation and acknowledgment of donors, and activity/results, reports, etc.
- Work closely with the SVP of Development and Director of Marketing to ensure fulfillment of benefits (including signage and marketing elements) are in line with the communications strategy and create a cohesive look and consistent message

Required Qualifications

- Bachelor's degree or equivalent experience
- 5+ years' progressively responsible experience in fundraising; leadership experience in developing and implementing fundraising strategies
- Demonstrated track record of raising significant revenue and meeting revenue generation goals
- Ability to mentor, create opportunities, and empower board members, staff, and volunteers to participate in fundraising activities
- Success in initiating, developing, and enhancing relationships with key stakeholders
- Experience in working with boards of directors on fundraising and prospect identification
- Excellent oral, written and public speaking communication skills, including the ability to communicate the vision, goals and impact of Special Olympics to diverse audiences
- Knowledge of Salesforce and MS Office applications is preferred
- Must be able to travel

Additional Traits and Attributes

- Aptitude for taking on difficult challenges with the ability to deal with conflict constructively
- Strong team player and collaborator
- Strong verbal and written communications skills
- Must be able to multi-task and operate in a fast-paced environment
- Even-tempered with positive energy and sound judgment
- Proven skills building a diverse organization in thought, background, diversity, approach and insights, both with staff and volunteers

Other:

- Position to work out of Special Olympics Washington headquarters in Seattle, WA.
- Expectation of working weekends and evenings, as needed.

Salary & Benefits:

This is an exempt, full-time position, with benefits: medical, vision, dental, life and disability insurance; 403(b) retirement plan; and vacation/sick time based on qualifying dates. Salary depends on experience.

Special Olympics Washington is an Equal Opportunity Employer.

Qualified candidates should send a cover letter and resume by email to Mary Do, mdo@sowa.org, by December 20, 2018. No phone calls, please.