



DIRECTOR OF DEVELOPMENT

JOB DESCRIPTION

BASIC INFORMATION

Job Title: Director of Development

Status: Full Time, Exempt

Place of Performance: Seattle, Washington
Hybrid schedule, in office Tuesdays/Thursdays

Travel Requirements: Limited (<20%) overnight travel via air or personal vehicle required.

Supervisor: Chief Development and Communications Officer

Direct Reports: Development Manager

POSITION SUMMARY

Young people grow up in Washington surrounded by a thriving STEM-based economy, yet they do not always receive the support they need to participate. Washington STEM is a statewide, education nonprofit leveraging STEM for social change, removing barriers to credential attainment, and creating pathways to long-term economic security for historically excluded students.

Washington STEM aims to close pervasive systems gaps for students of color, low-income students, rural students, and girls, by focusing on three critical education spaces: early learning, K-12 STEM, and career pathways. We envision a state where race, zip code, income, and gender do not predict educational and career outcomes.

The Director of Development leads efforts to secure the revenue necessary to fund Washington STEM's work and help meet annual revenue goals of \$7M to \$10M. The DOD works in partnership with the CEO, the Chief Development and Communications Officer and Chief Operating Officer to build a culture of philanthropy throughout the organization to meet our revenue goals. This Director is responsible for managing a portfolio of mid and large-size corporate donors, foundations, and major donor relationships. They will work with the CEO and CDCO to build a robust major donor program, including growing and diversifying Washington STEM's philanthropic base. The Director will generate new leads and think creatively about ways to identify, cultivate, and secure new partnerships to support our thriving and growing organization. A successful candidate will have a proven track record of meeting or exceeding annual revenue goals and metrics, work with a DEI lens, and be mission-focused, strategic, creative, and collaborative.

ESSENTIAL DUTIES AND RESPONSIBILITIES

DEVELOPMENT RESEARCH & PROSPECTING

- Researches and identifies corporate, foundation, and major donor prospects in service of growing Washington STEM's base of support.
- Identifies high, medium, and lower potential contributors for solicitation; sets appropriate targets and designs plans for implementation.

- Works with team to research and compile demographic and statistical prospect information and assess the marketplace for trends and notable transformations.
- Develops fundraising budget

PORTFOLIO MANAGEMENT

- Maintains a dynamic portfolio of existing and new donors with an emphasis on cultivating high value prospects.
- Engages in a thoughtful schedule of high-touch donor stewardship and engagement.
- Executes a consistent and rigorous meeting and engagement schedule.
- Develops plans and strategies that aim to increase the number of corporate and foundation partners, and individual donors.
- Leads entire fundraising cycle for corporate donors and foundation partners, including research, qualification, contact, cultivation, solicitation, and reporting.
- Represents Washington STEM at events, networking functions, and business gatherings where appropriate.
- Develops and partners with Development Manager to track communication with key corporate and foundation donors.
- Cultivates and maintains relationships with current corporate and foundation partners and potential contributors.
- Prepares visual presentations for meetings with donors where needed.

DEVELOPMENT REPORTING

- Ensure monitoring of progress of grant and corporate projects and other development activities for compliance and reporting purposes.
- Partners with Development Manager to manage corporate and foundation reporting renewal funding process.
- Partners with CDCO to help manage corporate and foundation revenue forecasting, which includes monitoring, tracking, and evaluating quarterly targets and key performance indicators.
- Produces regular updates/status reports for CEO and Executive Team.
- Develops and implements tools to track, monitor, and report on corporate and foundation fundraising progress.
- Track all donor activity and meaningful donor contacts/interactions in DonorPerfect.

STAFF MANAGEMENT & CROSS-FUNCTIONAL COLLABORATION

- Lead, manages, and mentors development staff to reach goals and produce results.
- Provides leadership and support across departments as it relates to corporate and foundation partnerships.
- Prioritizes cultivating collegial and collaborative working relationships with cross functional team colleagues.
- Supports Washington STEM's major events, including the annual Washington STEM Summit.
- Works with colleagues to identify and develop relationships with potential corporate and foundation partners.
- Co-creates strategies with internal partners to leverage business relationships and Washington STEM's position and relationships with education partners to capitalize on industry needs.

- Facilitates corporate and foundation strategy sessions with Washington STEM’s CEO and CDCO; staffs up both, where necessary, by providing high-level research and strategy for meetings and engagements.

KNOWLEDGE, SKILLS, AND ABILITIES

- Strong ability to execute work with a Diversity, Equity, and Inclusion lens.
- Excellent people skills and a strong partner service orientation.
- Ability to communicate effectively, both internally and externally, to a wide range of people and learning styles, as appropriate for the audience.
- Strong critical thinking and creative problem-solving skills.
- Strong project management and organizational skills.
- Ability to work collaboratively, exercising good judgment, decision-making, and problem-solving skills to achieve shared goals.
- Ability to compile, organize, interpret, and communicate financial data and results in a concise format.
- Business development skills including networking, persuasion, public speaking, and prospecting.
- Proficient and has experience with a customer relationship management database for donor tracking.
- Excellent written and oral communication skills. The right candidate must be comfortable providing impactful narratives to small and large audiences using data-rich information and/or presentations.

QUALIFICATIONS

- Bachelor’s degree preferred but not required.
- Minimum of 7-10 years of experience as frontline nonprofit fundraiser with progressively increasing responsibilities. Experience leading a team, with at least 5 years supervising professional staff.
- History of growing abilities of staff and encouraging increased responsibilities, team building and retention, coaching and mentoring direct reports, and enhancing workplace culture.
- Demonstrated experience overseeing complex or multiple projects through to success, including meeting financial goals and coordinating the work of key staff.
- Detail-oriented, with strong organizational skills to manage a continuous workflow in a high volume, multi-tasking environment. Ability to work in an environment that requires nimbleness, working through ambiguity, and responding to fast-paced, evolving opportunities.
- Experience effectively securing and managing six-figure gifts (corporate and foundation fundraising experience, strongly preferred).
- Experience leading and managing concurrent projects with cross-functional teams.
- Highly organized, with ability to prioritize to optimize success.
- Proven ability to create innovative solutions and operate on tight timelines, independently.
- Proven ability to communicate key ideas clearly and concisely, both verbally and in writing.
- Demonstrated proficiency using diverse technology platforms, programs, and services, including CRMs, Microsoft Office, and online meeting tools, such as Zoom, Microsoft Teams, and others.

PHYSICAL REQUIREMENTS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job:

- Able to operate a computer and other office productivity equipment; able to remain stationary at a computer for extended periods of time and move around his/her assigned workspace.
- Ability to work in open office format. Washington STEM's office design is an open format and the noise level in the work environment is usually low to moderate.
- Frequently move up to 10 pounds and occasionally move up to 20 pounds.

BENEFITS

- Health, dental, vision, Rx, short-term disability, long-term disability, and life insurance.
- Paid Time Off an accrual rate of 6.462 hours per payroll, with accrual rate increasing with tenure
- 17 Paid holidays, including one week at end of each calendar year
- Matching 401(k)
- Flexible spending account
- Cell phone reimbursement
- Mileage reimbursement for work-related travel beyond normal commute
- Other compensation: discretionary bonuses

HOW TO APPLY

Washington STEM is a proud equal opportunity employer committed to an inclusive work environment and to building a team that reflects the rich diversity of our community. People of color, people with disabilities, and people of diverse sexual orientations, gender expressions, and identities are encouraged to apply.

To apply, please submit your resume and a cover letter to hr@washingtonstem.org. Your cover letter should express your specific interest in this role and include a personal equity statement.

Compensation for this role is competitive. The salary range is \$115,000 - \$135,000 and salary will be commensurate with candidate experience. Anyone interested in the position is encouraged to apply early in the process.