



Development Director

Position: Full time, exempt. Reports to Executive Director.

Start Date: ASAP. Open until filled. Applications received prior to March 8, 2020 will be prioritized.

Compensation: \$70,000 – \$90,000 DOE, plus benefits. Benefits include fully paid employee medical, dental, and vision insurance and a monthly bus pass (over \$8,000 benefits package value) and a retirement savings plan including 2% employer match after one year. Employees receive four weeks PTO annually, plus the week between Christmas Eve and New Year's Day, and seven additional paid holidays.

Job Description: The Development Director will lead and execute Seattle CityClub's development efforts across all revenue streams except event ticket sales. This includes setting ambitious yet attainable annual fundraising goals; developing and executing a fundraising plan that will elevate CityClub's fundraising efforts to the next level in preparation for our 40th Anniversary campaign; creating and managing solicitation, cultivation and stewardship strategies and timelines; engaging the Executive Director and Board of Directors appropriately on high level accounts; and fostering a culture of philanthropy.

CityClub is well-positioned to convert thousands of our program attendees into active donors and re-engage many lapsed donors to grow and sustain our vital work. We need an ambitious and experienced Development Director with the skills and strategy to help us grow our programming and our impact.

Duties:

- Create and manage the implementation of an ambitious growth strategy, aligned to organizational goals and priorities.
- Develop and execute annual institutional partnership plan to maximize partner visibility across our 25+ programs and events. Solicit corporate and foundation partnerships and serve as the daily steward of their relationship with CityClub.
- Develop and execute individual giving program, including major gifts, annual donors, and planned giving program. Manage relationships with key donors.
- In partnership with the Board of Directors and Executive Director, prepare the organization for its 40th Anniversary campaign. Lead prospect identification and solicitation efforts.
- Prepare materials and strategies for CityClub's Executive Director, Board Development Committee and Board members to solicit major philanthropic gifts.
- In partnership with Development Coordinator and contract grant writer, research and write grants, and serve as the lead grant manager.
- Supervise full-time Development Coordinator and grow the Development team to sustain the organization's growth plan, as resources allow.
- Actively participate on Leadership Team and guide our culture of philanthropy.

Qualifications:

- Experience securing major gifts.
- Experience with institutional philanthropy and strategic planning.
- Existing relationships in Seattle and throughout Washington State preferred.
- Experience in civic engagement organizations preferred. Strong understanding of the local and national political landscape a plus.
- Ability to plan strategically, think creatively, and build long-term relationships with donors.
- Highly proficient at establishing strong partnerships across organizations and influencing stakeholders to achieve optimal outcomes.

Qualifications Cont'd.

- Exceptional interpersonal, organizational, and time management skills.
- Excellent written and verbal communication skills, with sensitivity and finesse in stewardship of donor relationships, and an ability to build brand messaging that is tailored to diverse audiences and compelling and reflective of CityClub's values and inclusive culture.
- Demonstrated proficiency in various software programs including but not limited to Salesforce, Microsoft Office (Word, Excel, PowerPoint, and Outlook), and Google Suite.
- Strong budget and financial management skills. Manage budget and prioritize development initiatives based on ROI.
- Demonstrated self-starter, highly motivated and detailed oriented.
- Intellectual quickness, curiosity, creativity, and resourcefulness.
- Exceptional project management skills.
- Ability to work collaboratively on cross-functional teams with integrity and professionalism.
- Flexible, positive leadership style with a desire to incorporate feedback to learn and grow.
- Ability to manage in a climate of change and ambiguity a plus.
- Willingness and ability to work nonstandard hours (evenings, holidays, and weekends as needed).

Requirements:

- Bachelor's degree.
- Minimum of eight (8) years of relevant professional experience including fundraising, events, institutional philanthropy, and non-profit board development.
- Supervisory and managerial experience.

Organization Description: Seattle CityClub is a nonpartisan, 501(c)(3) nonprofit organization improving the civic health of the Puget Sound region by providing programs that bridge politics, sectors and generations to inform and engage residents and community leaders. Every year, Seattle CityClub serves over 30,000 Puget Sound residents in-person and online and reaches over 1 million Washingtonians through broadcast. SeattleCityClub.org

To Apply: Please email resume and cover letter to jobs@SeattleCityClub.org and reference the job title in the subject line. Applications will be reviewed until position is filled with priority given to applications received prior to March 8, 2020.

Seattle CityClub is proud to be an equal opportunity employer and is committed to providing an inclusive workplace that includes people of diverse backgrounds and fully utilizes their talents to achieve its mission. We are committed to fostering and supporting a workplace culture inclusive of people regardless of their race, ethnicity, national origin, gender, sexual orientation, socio-economic status, marital status, age, physical abilities, political affiliation, religious beliefs or any other non-merit fact, so that all employees feel included, equally valued and supported.