

## **JOB ANNOUNCEMENT Director of Development**

### **POSITION SUMMARY:**

Toxic-Free Future is looking for a strategic and collaborative Director of Development to join our team. The person in this role reports to our Executive Director and is responsible for developing and managing the implementation of a successful fundraising strategy to meet our organizational goals.

The Director of Development will join at an exciting time for our organization. After 35 years, Washington Toxics Coalition became Toxic-Free Future to better represent the organization's hopeful vision for our families and environment. Toxic-Free Future advocates for the use of safer products, chemicals, and practices through advanced research, advocacy, grassroots organizing, and consumer engagement to ensure a healthier tomorrow. We have achieved major policy victories that affect the lives of Washingtonians on a daily basis on our way towards our vision of a toxic-free future.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES:**

#### **Management & Leadership (30%)**

- Create, execute, monitor and evaluate a development plan for all areas of fundraising, including defining process and performance indicators for success beyond revenue.
- Hire and manage a Development & Communications Coordinator who will assist the Director and manage the logistics and execution of organizational and development communications, fundraising appeals, donor events, and the donor database.
- Contribute to TFF financial management, including participating in the annual budgeting process, development budget monitoring, and internal collaboration with the Administrative Director on financial processes and accountability.
- Partner with the Executive Director to engage the Board of Directors in fundraising, and develop ways for board members with different comfort zones, skills and networks to participate effectively in donor development activities.
- Support Executive Director in managing development-related Board communications, solicitations, stewardship events and trips.
- Partner with program and executive staff to identify impact stories to use in organizational and development communications.
- Communicate effectively with Board President and Executive Director regarding development activities and progress towards goals.

#### **Individual Giving (45%)**

- Conceive and drive the right balance of major donor and donor base-building activities and a balanced focus on donor acquisition and retention.
- Partner with the Executive Director build a “moves management”-oriented, portfolio-based major gift effort that leverages key staff and board relationships with donors
- Cultivate, solicit and steward a portfolio of 30-50 donors; support the Executive Director in managing their portfolio of donors and growing major gifts.
- Collaborate effectively with program staff and the board to devise and refine mission-specific opportunities for donor engagement, cultivation and stewardship; build a systematic effort around this work as part of major donor work.
- Perform prospect research on major donor prospects and ensure that relevant information is used to refine cultivation approaches to major donors.
- Craft the case for giving and use it to create specific expressions of the case for work with major donors, annual/grassroots donors, and institutional funders.
- Plan, manage and evaluate multi-channel giving campaigns and digital fundraising campaigns, including a spring appeal, GiveBIG and an end-of-year campaign.
- Conceive and drive the strategy, vision and implementation of donor events, focusing on cultivation rather than solicitation and ensuring the right strategy for the right audiences.
- Oversee the Development & Communications Coordinator’s role in the above activities.

### **Institutional Giving (15%)**

- Collaborate with Grants Program Director to create, develop and manage funder relationships and submit grant funding proposals and reports.
- Evaluate the viability of a corporate giving strategy for TFF that works to develop relationships with and funding from values-aligned businesses; if viable, work with the board and staff to launch and execute it.

### **Development Operations (10%)**

- Collaborate with TFF’s Salesforce contractor and the future Development & Communications Coordinator to continually manage and refine the use of the Salesforce Nonprofit Success Pack as TFF’s donor database.
- Collaborate with TFF’s Salesforce contractor to identify the queries, reports, and dashboards required to execute a data-driven fundraising strategy and monitor progress on an ongoing basis.
- Supervise/oversee gift entry and regular donor acknowledgment processes by the Development & Communications Coordinator.
- Regularly input contact reports and prospect research results into Salesforce.
- Learn how to navigate the Salsa Engage advocacy and communications software in order to understand how advocacy efforts are received by donors and their potential role in development strategy.

### **EXPERIENCE AND SKILLS REQUIRED:**

- 5-7 years of

previous successful experience in fundraising and donor development for a non-profit organization.

- Demonstrated ability to utilize the Executive Director and board members in cultivating new and existing relationships, securing major gifts over \$1,000, and stewarding donors.
- Ability and commitment to learn about and effectively translate the key scientific aspects of our work into motivational and persuasive communications for the layperson
- Excellent oral, written and public speaking communication skills
- Strong interpersonal skills and the maturity and poise to interact with a variety of organizational stakeholders
- Able to multi-task and meet the commitments and expectations of job duties in a timely, professional fashion
- Experience using Salesforce CRM preferred.

### **COMPENSATION:**

This is a full time, exempt position with a salary range of \$70,000 to \$78,000 annually. TFF offers a generous benefits package including 100% paid employee Gold-level medical insurance, dental and life insurance, a monthly wellness benefit program, 15 days of vacation in the first year (and increasing thereafter), and 2% employer contribution to a SIMPLE IRA retirement plan after one year.

### **TO APPLY:**

- Email a resume, cover letter and least three professional reference contacts in pdf format to [jobs@toxicfreefuture.org](mailto:jobs@toxicfreefuture.org). Also, please feel free to call Laurie Valeriano directly about the position at 206-632-1545 x 114.
- Please put DIRECTOR OF DEVELOPMENT APPLICATION in the subject line of the email and address the cover letter to Laurie Valeriano, Executive Director.
- The position is open until filled, with priority to given to applicants who submit before Friday May 17, 2019.

*Toxic-Free Future is committed to equal opportunity in employment and promotion for all qualified persons without regard to race, color, age, religion, sex, marital status, sexual orientation, gender identity, national origin, citizenship, military or veteran status, the presence of any sensory, mental or physical disability, pregnancy and childbirth, family responsibilities, or any other basis protected by applicable laws, regulations, or guidelines relating to discrimination in employment.*