

JOB ANNOUNCEMENT
Senior Development Manager
Location: Seattle, Washington

POSITION SUMMARY:

Toxic-Free Future (TFF) is seeking an experienced, dynamic and highly talented Senior Development Manager to join our team to implement and expand our donor program as the centerpiece of our fundraising efforts. The Senior Development Manager is responsible for planning and implementing the individual donor strategy as part of TFF's comprehensive fundraising plans and plays an integral role in meeting increasingly ambitious annual fundraising goals. This position will contribute to all aspects of TFF's fundraising program but primarily focus on developing and managing a portfolio of existing donors and prospects, and through cultivation, solicitation and stewardship move them into consistent and larger commitments to the organization.

The Senior Development Manager works closely with the Executive and Deputy Directors, Board of Directors and other members of the development, communications and leadership team to meet fundraising goals. This position will manage the Digital Communications and Fundraising Manager in coordination with the Communications Director.

ABOUT TOXIC-FREE FUTURE:

Toxic-Free Future (TFF) is a national advocacy organization working at the state, federal and consumer levels to reduce or eliminate toxic chemicals that harm our health and the environment. TFF believes everyone has a right to a healthy and toxic-free environment, especially disproportionately impacted Black, Indigenous and people of color (BIPOC) communities, and workers most impacted by the production, use, and disposal of toxic chemicals. TFF takes on reforming flawed systems and wins policy and market change that protects the most vulnerable. We are a growing organization with a passionate, collaborative and dedicated staff.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Development Planning

- Develop and implement TFF's development plan to grow individual contributions, with a primary focus on major gifts.
- Work as a team with Executive and Deputy Directors and Digital Communications and Fundraising Manager to build the individual giving program.
- Create calendar of fundraising activities for staff and Board of Directors.
- Foster a fundraising culture throughout the organization.
- Work with Administrative Director and Executive Director to forecast income and manage development budget.

Fundraising

- With an emphasis on its major donor portfolio, manage TFF's current and prospective donors through actively cultivating, soliciting, and stewarding each to increase engagement and investment.
- Expand base of mid-level donors and employ moves management strategies to increase donor commitments and meet increasing annual fundraising goals.
- Ensure donor database records are maintained and accurate, and create periodic reports for leadership team and Board of Directors.
- Plan and execute donor engagement events throughout the year.
- Implement direct mail program, including drafting original content.
- Write persuasive letters, reports and other materials used to cultivate, solicit, and steward donors and also keep donors informed of developments in TFF's many campaigns.
- Co-Manage Digital Communication and Fundraising Manager who is responsible for the digital aspects of fundraising activities including overall maintenance of the donor database, online fundraising, donor acknowledgement/gift entry, and tracking donor actions.

Engage Executive Director, other staff and Board of Directors in fundraising

- Strategically engage and support Executive Director with donor outreach, major donor portfolio, events, and other fundraising activities.
- Serve as staff liaison for Board Development Committee.
- Targeting each staff and board member's capacity, develop and manage individual portfolios and other fundraising activities.

Other duties

- Work with Executive Director and other development staff to identify a range of institutional and individual donors and fundraising opportunities.
- Participate in weekly staff meetings, regular development meetings, and board of director meetings.
- Support grants program as needed.

REQUIRED QUALIFICATIONS:

- Bachelor's degree.
- Minimum of three years non-profit fundraising experience and success meeting annual goals in excess of \$250,000 and demonstrated ability to secure major gifts greater than \$1000.
- Experience developing and managing a donor program, preferably for an advocacy focused non-profit organization.
- Demonstrated success using moves management strategies and experience engaging staff and board members in effective fundraising.
- Superb written, verbal and interpersonal skills.
- Ability to plan 12-18 months in advance as well as work collaboratively to implement that plan to meet fundraising goals.
- Expertise in fundraising software and tools, and proficiency with general computer software including MS Office Suite, Zoom, and database programs such as Salesforce.
- A demonstrated commitment to social equity and racial justice and an eagerness to understand how these issues play out in communities impacted by toxic chemical exposures.
- Grant writing and supervisory experience a plus.

In addition to these qualifications, the ideal candidate will be innovative, flexible, organized, and strategic, and bring a collaborative, inclusive approach to staff interactions. It is critical that the Senior Development Manager be able to quickly absorb and gain a strong command of TFF issues, campaigns, and priorities and articulate them with supporters. This position requires a highly organized self-starter that is comfortable working remotely (currently) in a fast-paced environment. Projecting a professional presence and conducting relationships in an ethical manner with a high degree of tact, sensitivity, confidentiality and respect is a must. A positive attitude and a sense of humor are essential.

EQUAL OPPORTUNITY EMPLOYMENT, EQUITY AND INCLUSION:

TFF is committed to providing an inclusive environment of mutual respect where equal employment opportunities are available to all applicants and teammates without regard to race, color, religion, gender, sexual orientation, gender identity, national origin, age, disability, genetic information, marital status, political affiliation, amnesty, or status as a covered veteran, in accordance with all applicable federal, state and local laws. TFF believes that diversity and inclusion are critical to our success as an advocacy organization working to protect the health of all citizens from harmful chemicals. TFF seeks to recruit, develop and retain the most talented people from a diverse candidate pool, and foster an inclusive environment. This policy applies to all terms and conditions of employment, including hiring, placement, promotion, termination, layoff, leaves of absence, compensation and training.

COMPENSATION:

This is a full time, exempt position. Starting salary is \$65,000 – \$72,000 annually, dependent upon skills and experience. We also offer a generous benefits package including employer-paid medical, dental and vision insurance, monthly wellness benefit, flexible spending account, paid vacation, 10 paid holidays per year, and a SIMPLE IRA retirement plan with an annual employer contribution.

TO APPLY:

- Please email a resume and cover letter in pdf format to jobs@toxicfreefuture.org.
- Please put SENIOR DEVELOPMENT MANAGER in the subject line of the email and address the cover letter to Marlyn Twitchell, Deputy Director.
- Interviews will be conducted on a rolling basis and the position is open until filled.