

## **Maternity (1-year) Posting: Interim Development Director (Part-Time)**

Reports to President & CEO and/or Vice President of Philanthropy, Marketing & Communications

Part Time Position – two days/week; one year term

Based in Seattle, option to work remote or from office on E Madison St.

### **WHO WE ARE**

Seattle Parks Foundation (SPF) is a 20-year-old nonprofit with a history of successful planning, organizing advocacy, and fundraising on behalf of our city's public spaces. We partner with community to champion thriving and equitable parks and public spaces. We also believe that access to parks and public spaces is a critical indicator as Seattle strives to become a more equitable city. Our workplace is highly collaborative, professional, and respectful while nurturing a sense of fun. We are led by a strong and strategically engaged board of directors, and we strive to ensure that our team reflects the diversity of Seattle and has the cultural competence to ensure that we serve all residents of the city.

### **The following are our core commitments as an organization:**

- We listen to learn, work in partnership, and lift-up others.
- We are committed to diversity, equity, and inclusion. This means confronting our assumptions about structures of oppression and, in response, continually remaking our internal culture.
- We are accountable. When we commit, we deliver. When we make a mistake, we accept responsibility.
- We embrace change and the challenges that come with it.
- We nurture a culture of gratitude and continually celebrate and thank volunteers, staff, partners, and donors.

Seattle Parks Foundation is an Equal Opportunity Employer and we believe that having staff, consultants and volunteers with diverse backgrounds enables us to meet our mission while creating an inclusive organization that reflects our values. We strongly encourage applications from all races, ages, religions, sexes, marital statuses, sexual orientations, gender identity, national origin, citizenship, military or veteran status, or any other basis protected by applicable laws, regulations, or guidelines relating to discrimination.

### **JOB DESCRIPTION**

The Interim Development Director is responsible for stewarding a portfolio of major donors to ensure revenue growth and strong relationships with our supporters. In the maternity leave absence of the VP of Philanthropy, Marketing and Communications, this position will report to the President and CEO. This person will work closely with the CEO, VP and our program leadership to meet year-end revenue goals for the organization and partners through community-centric fundraising practices.

The ideal candidate will be a strong communicator and influencer with insight and understanding of community-centric fundraising. They will have the capacity to create trusting, positive relationships with staff and partners, high net worth civic donors, the Seattle Parks Foundation Board of Directors, and public leaders who oversee funding for public space projects. They will also be effective communicating with constituents in person, by phone, email, or online platforms.

### ***Portfolio Management and Growth: 90%***

- Steward a portfolio of donors through year-end
- Work with the President & CEO and VP of Philanthropy, Marketing & Communications to

# SEATTLE PARKS FOUNDATION

identify, cultivate, solicit, and steward major donor prospects.

- Engage the President & CEO and VP of Philanthropy, Marketing & Communications, board, and community partner leadership in fundraising activities to ensure the most effective cultivation and solicitation outcomes.
- Record all cultivation and significant activities with funders and prospective donors in the organizational database, *Raiser's Edge*.
- Help plan project site visits for key constituents and support activation events as required.
- Work with staff to develop and produce relevant materials such as proposals, cases for support, and solicitation letters.

## **Other: 10%**

- As a member of the Development team, contribute and be accountable to annual organization planning, management, budgeting and evaluating processes tied to major giving.
- Represent Seattle Parks Foundation at external meetings, site visits, and events as requested.

## **PRIMARY QUALIFICATIONS**

- A minimum of 3 to 5 years of experience in major gift fundraising.
- Fantastic relationship builder with people of various ages, professions, cultures, and socioeconomic backgrounds.
- Ability to work within organizational work plans and manage a large portfolio of prospective donors.
- A results-oriented mindset and creative ability to address funding opportunities.
- Great attention to detail while maintaining the big picture.
- Strategic and collaborative thinker.
- Understands database systems and other technology essential for effective program management.
- Experience with Raiser's Edge an asset.

## **COMPENSATION**

- Annual Part-Time Salary: \$45,000

To apply, please submit a resume and cover letter to [hr@seattleparksfoundation.org](mailto:hr@seattleparksfoundation.org). Position open until filled. Ideal start date is Tuesday, July 5, 2022.