



Job Description: Director of Development

The Sophia Way's Mission

To help end homelessness for adult women in East King County by providing shelter, case management, life skills training, social services and supportive permanent housing, offering a path from homelessness to stable independent living.

The Position

We are seeking a passionate, professional, experienced and successful fundraiser to be Development Director and help lead our organization through the next exciting phase of growth as we expand our mission to serve more women. A pivotal project will be launching and leading a capital campaign in partnership with the Board of Directors to build a 24:7 permanent emergency shelter in Kirkland for women and families. This will be a unique opportunity to be a part of impactful and life-changing work.

The chosen candidate will have a proven track-record of discovering, cultivating and soliciting both individuals and corporations, which resulting in closing six figure gifts. The ideal candidate will have excellent people management skills and is responsible for fundraising, specifically with individual, corporate/business, foundations and faith-based donors.

Key Responsibilities

Fund Development, Planning and Major Gifts (20%)

Develop and implement a measurable annual development plan to attract and retain a broad base of support from individuals, major donors, corporations, faith based organizations, foundations and workplace giving.

- Create and oversee the implementation of a strategic fundraising plan to fundraising, which will include major gifts, corporate donations, events, direct response and in-kind resources.
- Work in concert with the ED, Director of Donor Relations (DDR) and the Fund Development Committee on relationship cultivation and donor outreach.
- Ensure that DDR accurately tracks donor activity and communication through use of a database.
- Represent the organization at public events, presentations and speaking engagements.
- Work with and manage development team (DDR and Communications Manager) to develop and implement targeted solicitations and communications with all donors
- Manage and analyze donor data and communications with DonorPerfect donor software.
- Develop and maintain relationships with Foundations.
- Monitor, manage and communicate with contracted grant writers. Develop annual grant writing strategy in alignment with fundraising goal.

Capital Campaign (40%)

- Develop and execute a systematic strategic plan to diversify, strengthen and increase the funding base and develop new sources of funding, for both the capital campaign and general operating costs.
- Top priority of the position is to recruit new donors. Cultivate, maintain and strengthen major donor relationships, and oversee donor engagement (both for major gifts and all other individual givers).
- Work with the Executive Director (ED) and Board Fund Development and Capital Campaign Committees to establish an annual case for funding, fundraising goals and plans for achieving them.
- To set up structures and materials for campaign readiness - manage the creation of promotional efforts to increase funding.
- Overseeing acknowledgement of all campaign gifts, pledges, and preparation of pledge payment reminders and pledge agreements.
- Writing all campaign correspondence including solicitation proposals, meeting requests, and meeting follow up.
- Maintaining master campaign calendar to maximize cultivation events and keep campaign committee on track.

Events (20%)

- Primarily responsible for the planning, execution and management of our fundraising events, which include: Late spring gala event and annual fall luncheon
- Maximize outreach to current donors, gain new donors for event participation, raise philanthropic support and sponsorships, manage high-level volunteer committees, and introduce event participants to The Sophia Way's major gifts program.
- Bring strategic and critical thinking skills in order to analyze the broad scope of current events, increase the role that events play as an entry point to The Sophia Way's mission, and execute fundraising strategies to broaden and increase donor support, especially from individuals and corporate/business.

Leadership and Management (20%)

- Supervise all development staff including but not limited to Director of Donor Relations and Communications Manager.
- Oversee Major Gifts program under the direction of DDR
- Partner with Executive Director to thoughtfully manage their leadership and involvement in fundraising, donor development and communications.
- Serve as lead development liaison to the Board of Directors, Fund Development Committee, and Capital Campaign Committee.

Qualifications

- Capital campaign leadership experience (1-2 years required)
- Bachelor's degree in related field and minimum of 5 years of nonprofit experience of managing and growing a budget in the minimum range of 2 million to 4 million.
- Proven track-record of closing six figure gifts.
- Ability to speak to issues of homelessness experienced by adult women (preferred)
- Demonstrated management, supervisory and organizational skills.
- Ability to effectively interact with co-workers, clients, and volunteers with diverse ethnic and cultural backgrounds and treat each individual with respect, dignity, and compassion.
- Proficiency with Microsoft Office including Word, Excel, Outlook, Publisher, and Power Point.
- Experience with donor database, data entry & reporting; DonorPerfect preferred.

Knowledge and Critical Skills

- Ability to identify, acquire and steward gifts from individuals and groups.
- Outstanding verbal, written, and e-mail communication skills that can articulate a compelling message.
- Ability to manage multiple tasks, problem solve, and work as part of a cohesive team.
- Excellent interpersonal skills and ability to interact diplomatically with diverse donors and groups; comfortable bridging cultural and class differences.
- Demonstrated capacity to work independently.
- Event management skills required.
- Publishing or web-design skills a plus.
- Concern for and capacity to relate to those we serve.

Practicalities

- Supervises: Director of Donor Relations, Communications Manager
- This is a full-time, exempt position with benefits. Salary 85k-90k, DOE. TSW offers a flexible work environment and full time benefits: medical, dental, and vision, along with employer matched IRA, 160 hours of Paid Time Off and 9 paid holidays per year.
- Reports to the Executive Director.

To Apply: Please submit cover letter and resume to careers@sophiaway.org with Development Director in subject line. No calls please, only applicants selected for interviews will be contacted. Applications will be accepted until position is filled. For certain consideration, **submit application no later than January 19, 2018.**

The Sophia Way is an Equal Employment Opportunity Employer and does not discriminate and is open to all qualified candidates, regardless of race, color, gender, sexual orientation, religion or national origin. We also willingly comply with laws that govern age discrimination, equal pay and sexual harassment.