



Job Title: Funding Development Manager

Reports To: Executive Director

Salary: \$58,000/year

Position Type: Full-time 40 hours/week

Exempt: Yes

Benefits: Paid Time Off (PTO), 11 days Paid Holidays, Eligible benefits as stated in the Employee Policy Manual, Contribution toward Healthcare

Work Hours: Monday-Friday during normal business hours. Some occasional evenings and weekends.

The Issaquah Schools Foundation is a non-profit, 501(c)3 organization. We are year-round and do not follow the Issaquah School District holidays or schedules.

Current Scope

The Issaquah Schools Foundation has 4,000 plus donors and communicates its message to over 14,000 district households, 1,000 District staff, corporate and individual donors and sponsors, as residents in Issaquah Sammamish, Bellevue, Renton and Newcastle.

Summary

Established in 1987, the Issaquah Schools Foundation, in partnership with the Issaquah School District, continues to drive resources to help students reach the promise of their potential. We deliver on this mission by raising private support for school-based and community collaborative programs that address the needs of the whole child.

The Issaquah Schools Foundation seeks a full-time Funding Development Manager to manage our ongoing fundraising efforts. Reporting to the Executive Director, this professional must have an established background in coordinating nonprofit donation strategies and staff/volunteer leadership.

This role involves organizing large-scale fundraising initiatives, working with board members, managing annual funding campaigns and building relationships with donors, staff and volunteers. The Funding Development Manager is charged with implementing major giving and planned giving fundraising strategies working in collaboration with the Foundation staff.

We seek a Funding Development Manager who is a community-minded, savvy relationship builder and fundraiser, with a flair for marketing, who can grow the Foundation's donor base.

Our ideal candidate will have a bachelor's degree and a minimum of four years of funding development experience, preferably in the education and nonprofit fields. They should also be familiar with CRM nonprofit software, ideally Donor Perfect, with a strong skillset in working with donor databases and other fundraising technology to use in their daily job duties.

PRIMARY RESPONSIBILITIES

Develop annual giving and stewardship strategies and tactics to build the Foundation's donor base while increasing retention.

Annual Fund Campaigns. In partnership with the Executive Director, staff, and/or Board advisors, create content and key messaging for the Foundation's two primary fundraising campaigns: Fall annual fund campaign and the Spring **Nourish Every Mind** Luncheon and Breakfast

- Help establish campaign funding goals and manage campaign budgets.
- Manage event planning and execution of Nourish Every Mind Luncheon and Breakfast
- Establish, track and evaluate key metrics for campaigns and ongoing development progress; use data to continually improve practices and inform future revenue goals.

Donor Outreach & Stewardship

- Develop, coordinate, and implement relationship strategies to grow and retain donors. Deepen relationships with and help create personalized connection points for donors to the Foundation mission.
- Serve as an effective spokesperson, comfortably representing the Foundation at local public events.

Foundation Team

- Actively participate as a positive member of the Foundation team, stepping in to help with other projects when needed
- Respectfully accommodate colleagues' requests and clearly articulate own needs essential to enabling one's best contributions.
- Participate in the Board of Trustees' Resource Development Committee
- Attend and contribute to all staff meetings, Board meetings and other gatherings including the annual staff retreat and annual board retreat.

Other Responsibilities

- Planning and evaluating fundraising campaigns and activities.
- Managing the organization's budget and fundraising income programs.
- Identifying and stewarding prospective donors.
- Recruiting and training fundraising staff and volunteer leaders.
- Staying on top of fundraising trends and the nonprofit community.
- Communicating with donors and staff via email, phone or social media.
- Answering donor and staff inquiries in a timely fashion.
- Using prospect research tools and your donor database to build donor relationships.

- Creating solicitation materials for the fundraising team

QUALIFICATIONS

- Bachelor's Degree, in Business and Marketing preferred
- Four years of non-profit development experience
- Excellent communication and presentation skills
- Excellent writing skills
- Proficiency with donor databases (Donor Perfect, CRM).
- Demonstrated ability to write compelling, persuasive and distinctive text for letters, brochures and other materials in a clear and concise language, and the ability to speak with enthusiasm to diverse audiences.
- Time management and flexibility with job duties.
- Creative, self-starter attitude.
- Organized and inspiring team leader.
- Self-starter, proactive, creative, goal-oriented, problem-solver.
- Demonstrated ability to recruit, motivate and produce results with a range of staff and volunteers.
- Proficiency with Microsoft Office, OneDrive, Outlook
- Commitment to professional ethics, collegiality and efficiency.

Please submit your letter of interest and resume to hr@isfdn.org with the words "Funding Development Manager" in the subject Line. Position open until filled.

8/16/19