



Job Title: Director of Development

Reports To: Executive Director **Salary:** Competitive Salary. DOE **Exempt:** Yes

Benefits: PTO, Holiday Pay, Contribution toward Healthcare and Simple IRA

The Issaquah Schools Foundation fuels the success of every student in every school in the Issaquah School District. Founded in 1987, the Schools Foundation has provided over \$12M dollars towards programs that build academic foundations, help students explore limitless opportunities, and launch students successfully into their futures. The Foundation has achieved this success through a strong partnership with the Issaquah School District and community of parents, business leaders and friends who value and are committed to ensuring a strong, comprehensive 21st century education for their students. The Foundation is governed by an engaged and committed 23-member Board of Trustees. The Trustees recently completed a five-year strategic plan to meet the growing needs of the growing student population of the Issaquah School District. The individual in this development position will work closely with the Executive Director, Board and Staff Leadership team to implement and achieve the strategic plan goals.

Position Summary:

Under the direction of the Executive Director, the Director of Development works closely with the Executive Director, the Board of Trustees and Organization Staff to expand and diversify the Schools Foundation funding base and grow our community relations in support of our mission and programs. This position is also part of the Foundation's Leadership Management Team, assisting in making vital decisions for the entire organization. This position directs and manages a current \$2M annual strategic fundraising plan that includes individual giving, grants, special events, community relations, corporate and foundation relations and planned giving, and designs and oversees new cultivation strategies for all of these. Responsibilities also include developing and implementing short and long-term fundraising strategies, as well as directing and managing all aspects of development marketing and communications. Work is performed in a cost effective and service oriented manner as it relates to established organizational standards, and is accountable to The School Foundation's annual Resource Development Plan.

Direct Reports:

- Major Gifts Officer
- Corporate & Foundation Relations Manager
- Gift and Data Processing Coordinator
- Grant Writer (contract)
- Special Event Committee (Volunteers)

Summary of Responsibilities

As a member of the organization's leadership team, the position directs funding activities for the organization and demonstrates outstanding leadership skills in the areas of board, donor and community relations, staff supervision, strategic planning, and resource planning. Also, this position demonstrates outstanding tactical skills in donor cultivation, stewardship, annual giving, asking for major gifts, grant writing, volunteer management and event planning. Specifically:

- Lead the development and implementation of annual goals and strategies from all sources of philanthropic support
- Supervise, mentor and ensure professional development opportunities for development staff
- As part of the Foundation's senior leadership team, play a major role in determining strategic priorities and monitoring the budget and performance of the Foundation's revenue resource and community relations development efforts
- Serve as lead staff for the Board of Trustees' Resource Development Committee
- Utilizing Moves Management system: set strategies and forge relationships to engage, cultivate, solicit, and steward gifts from personal portfolio of annual, major donors, and prospects to grow pipeline and meeting funding goals, and guide relationships of the Executive Director, Development Team and Volunteers to do the same.
- Actively oversee: the *Nourish Every Mind* Breakfast and Luncheon, raising \$750,000 annually and *All in for Kids* campaign, raising more than \$500,000 annually.
- Partner with communications and marketing staff to develop strategic donor communications, including constituency-based key messages, a comprehensive fundraising brand position that maximizes public awareness of the fundraising activities of the organization; fundraising and event collateral, and an annual case for support.
- Oversee the administration of a donor database and gift processing, and support timely response of acknowledgement and donor recognition
- Engage and manage volunteers for development committees and special projects
- Partner with finance staff and Board Finance Committee to develop and monitor revenue projections for contributed income
- Serve as lead development staff with development grant writer by directing grant requests and providing necessary content to grant writer. On occasion Director prepares and submits grant requests
- Prepare grant reports as needed and share reports with donors
- Serve as visible ambassador and strong partner for the Schools Foundation in the community and in our relationship with - Issaquah School District, PTSA Council, Students, Elected and Public Officials, Issaquah Education Association and School Board and Staff, to name a few.
- Foster trust, communication, team work and gratitude
- Attend and contribute to all Board and staff meetings and other gatherings including, and especially, the annual staff retreat and annual board retreat
- Foster a culture of philanthropy within the organization
- Actively participate as a positive member of the Foundation team
- May require working evenings and weekends during major campaigns and special events
- Other duties as assigned

Qualifications & Competencies

- Bachelor's Degree required

- Director level leader with 5+ years of demonstrated success in building and leading highly effective fundraising team
- Demonstrate success leading comprehensive annual and major giving programs and generating \$1+ million annually
- Successful experience soliciting and securing major and planned gifts (\$25,000+) and private foundation gifts
- Successful experience working with Board of Trustees
- Exceptional communication skills including public speaking, writing for general and specific audiences and interacting effectively with people of diverse backgrounds and interests

Desired Qualifications

- Fundraising experience in an education setting, and general knowledge of alumni relations/development/advancement principles
- A certificate in Fundraising Management or Certified Fund Raising Executive (CFRE)

Personal Characteristics

The Director of Development should demonstrate competence in the following:

- Creativity/Innovation -- Develop new and unique ways to improve the fundraising strategies and to create new opportunities
- Build Relationships -- Establish and maintain positive working relationships with others, both internally and externally, to achieve the goals of the organization
- Communicate Effectively -- Speak, listen and write in a clear, thorough and timely manner using appropriate and effective communication tools and techniques
- Focus on Donor Needs -- Anticipate, understand and respond to the needs of donors to meet or exceed their expectations within the organizational parameters
- Foster Teamwork - Work cooperatively and effectively with others to set goals, resolve problems, and make decisions that enhance organizational effectiveness
- Lead -- Positively influence others to achieve results for the organization
- Make Decisions -- Assess situations to determine the importance, urgency and risks, and make clear decisions which are timely and in the best interests of the organization
- Organize -- Set priorities, develop a work schedule, monitor progress towards goals, and track details, data, information and activities
- Plan -- Determine strategies to move the organization forward, set goals, create and implement actions plans, and evaluate the process and results
- Solve Problems -- assess problem situations to identify causes, gather and process relevant information, generate possible solutions, and make recommendations and/or resolve the problem

To apply for this position, please email cover letter, resume, and requested salary range to: hr@isfdn.org. All submissions will be acknowledged and will be held in strict confidence. Position is open until filled.

The Issaquah Schools Foundation is an equal opportunity employer, dedicated to building a workforce that reflects the diversity of the communities it serves. Applications are encouraged from all qualified individuals without regard to race, ethnicity, gender, sexual orientation, religion or national origin.