



**Job Title:** Director of Development

**Reports To:** Executive Director      **Salary:** \$70,000      **Exempt:** Full-time, 40-hours/week, occasional evenings and weekends required.

**Manages/Direct Reports:** Corporate Relations Officer, Data and Gift Processing Coordinator, and Major Gifts Officer

**Benefits:** Competitive benefits including PTO, holiday pay, contribution to healthcare, and Simple IRA

### **WHO WE ARE AND THE POSITION**

The Issaquah Schools Foundation, in partnership with the Issaquah School District, drives resources to help students reach the promise of their potential.

Established in 1987, the Issaquah Schools Foundation raises funds and friends to level the playing field and advance the margin of excellence in education throughout the Issaquah School District. The district covers 110 square miles in Issaquah, Bellevue, Sammamish, Newcastle and Renton, and supports more than 21,000 students. Our annual budget is approximately \$1.8M.

Donors make our mission possible. We seek a **Director of Development** who is a community-minded, savvy relationship builder and fundraiser with a flair for marketing, who can expand and diversify the Schools Foundation funding base and grow our community relations in support of our mission and programs.

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 meet organizational funding goals. This position manages and supports an enthusiastic development team and board of trustees towards a \$2.5M strategic fundraising plan that includes: individual giving, grants, special events, community relations, corporate and foundation relations and planned-giving. Responsibilities also include creating and managing all aspects of development marketing and communications.

The Issaquah Schools Foundation is an independent 501(c)(3) non-profit organization. We are 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 identity and expression, sexual orientation, age, religion or national origin.

## PRIMARY RESPONSIBILITIES

### Leadership and Campaign Planning and Implementation

- Develop, implement, and evaluate strategies, budget and tactics of a comprehensive fund development plan designed to build the Foundation's donor base and foundation awareness while increasing retention.
- Manage and execute tactical elements of plan and activities which include, but are not limited to:
  - Owning responsibility for, project-managing and implementing the Foundation's two primary fundraising campaigns: **All in for Kids** annual fund campaign and **Nourish Every Mind** major events.
    - The Foundation's **All in for Kids** annual fund campaign secures over \$350,000 in support and includes but are not limited to:
      - Outreach to donors via: direct mail, email, text, advertising, social media, and calls to major donors
      - Promotion at the schools in partnership with our Ambassador Coordinator
      - Outreach to: lapsed, monthly and employee giving
      - Coordination of Board or Trustee solicitations
    - The Foundation's **Nourish Every Mind** events secure over \$750,000 in support and comprise of:
      - Luncheon event drawing 700-900 people
      - Breakfast event drawing 300-400 people
      - Online auction marketed to entire school district and open to all.
- In partnership with the Executive Director and Communications Specialist, create content and coordinate case for support for above campaigns, as well as for other fundraising activities and collateral, such as solicitations to targeted groups.
- Manage a portfolio of major, individual and corporate donors, in partnership with Major Gifts Officer, Corporate Relations Officer and Executive Director.
- In partnership with Data and Gift Processing Coordinator, establish, track and evaluate key metrics for campaign and ongoing development progress, using meaningful data to continually improve practices and inform future revenue goals.
- Directly supervise and support a development team of 3 part-time staff: Major Gifts Officer; Corporate Relations Officer, Data and Gift Processing Coordinator; work in a supportive and collaborative fashion with the team to efficiently develop and implement these key fundraising campaigns and metrics.
- Partner with the Executive Director and Board of Trustees to explore new and innovative opportunities to expand the organization's network of donors or reimagine annual campaigns described above.
- Establish funding goals and build and manage departmental budget.

### Relationship Building, Stewardship and Solicitation

- Deepen relationships with and acknowledge the Foundation's donors; help create personalized connection points for donors to the Foundation mission.
- Directly solicit support from individual, foundation and corporate donors, building up and utilizing our 'moves management' system.

- Serve as an effective spokesperson and relationship builder, representing the Foundation at local public events, as determined.
- Lead Grant process by preparing grants and strengthening relationships with grant making foundations, all in partnership with Program Staff, Corporate Relations Officer, Major Gifts Officer and Contract Grant Writer. Some grant writing will be required.
- Create fund development communications plan, in partnership with the Communications Specialist, including crafting content and conceptual design ideas for all development communications.
- May perform other duties as directed.

### **Staff and Volunteer Leadership**

- Lead and model a healthy, positive and collaborative environment, ensuring team members are valued and supported towards achieving their personal and professional goals.
- Respectfully accommodate colleagues' requests and clearly articulate own needs essential to enabling one's best contributions.
- Provide staff support to the Board of Trustees' Resource Development Committee and office volunteers, ensuring successful follow-through on key strategies.
- Attend and contribute to all staff meetings, Board meetings and other gatherings including, and especially, the annual staff retreat and annual board retreat.

### **Qualifications We Seek**

- Bachelor's Degree preferred, in business or marketing, or in relevant field
- Director level leader with 5 or more years of development experience and demonstrated success in building and leading effective fundraising teams.
- Demonstrated success leading 1) comprehensive annual and major giving programs generating \$1+ million annually and 2) major events.
- Successful experience soliciting and securing major gifts of \$10,000+
- Successful experience working with Board of Trustees
- 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.
- Self-starter, proactive, creative, goal-oriented, problem-solver.
- Excellent organization, time and project management skills and dependable follow through.
- Demonstrated ability to recruit, motivate and produce results with a range of volunteers.
- Proficiency with Microsoft Office suite, especially OneDrive, Outlook, Word and Excel, and with donor databases (we use Donor Perfect).
- Commitment to professional ethics, collegiality and efficiency.
- Team player who steps in to help as needed.

Please email cover letter and resume to [hr@isfdn.org](mailto:hr@isfdn.org) with the words "Director of Development" in the subject Line. In the cover letter, help us understand your interest in this role by answering such questions as why this position and why this Foundation. Position open until filled. First review of applications occurs week of Jan 2, 2019.