

DIRECTOR OF DEVELOPMENT & COMMUNICATIONS
JOB DESCRIPTION

WHO WE ARE:

Since 1995, FamilyWorks has been providing nutritious foods, essential services, and a supportive community to families across North Seattle. Today, with a staff of nearly 20, we operate two food banks, a family resource center, and a host of mobile programs, reaching 7,000 program participants annually. We partner with families to meet their specific needs, starting by addressing their basic needs and moving towards resiliency-building services. FamilyWorks advocates with dignity, inclusion, and empowerment.

After spending 2020 focusing on an executive transition and addressing rising food insecurity and family instability due to the pandemic, FamilyWorks is in the process of defining its next three-year strategic plan, and how we will advance our services and expand our reach to families who have been marginalized by food, economic, and racial injustice. Our core operations are currently based in Wallingford, Seattle, and in 2023, we are expanding to launch a new Family Resource Center in the Roosevelt neighborhood. FamilyWorks was recently named a 2022 Bank of America Neighborhood Builder for our commitment and work to removing economic barriers.

WHO WE ARE LOOKING FOR:

We seek a talented, passionate, experienced, mission-driven Director of Development and Communications to build on our success and lead our development and communication strategies. The ideal candidate will develop forward-thinking strategies focusing on communications, major gifts, institutional giving, and annual giving to support FamilyWorks' long-term stability as a resource for food access and family support in the community. They will work closely with the Executive Director, who has more than 15 years of experience in philanthropy and communications and is excited to work in thoughtful partnership with the Director of Development and Communications. They will also work with Board members, and staff to guide future direction and strategies. With strong leadership competencies and a broad knowledge of fundraising fundamentals they will lead a dedicated, talented team including the Annual Giving Manager, Communications Coordinator, Grants & Evaluation Coordinator, and contractors. This is a benefits-eligible position that receives health, dental, transit, 403B retirement contributions, and generous PTO benefits. This is a hybrid position, with a combination of remote work and regular, weekly in-office work in our Seattle locations.

ESSENTIAL DUTIES AND RESPONSIBILITIES

The individual must be able to carry out each of these essential duties successfully. Reasonable accommodations may be made to enable individuals with disabilities to perform these essential functions.

- Leads the strategy and activities for achieving \$2+ million in contributed income per year across annual giving, major gifts, private and government grants, and capital campaigns.
- Oversees marketing/communications efforts to support organizational priorities including outreach, fundraising, volunteerism, partnerships and advocacy.
- Provides excellent leadership and supervision to a team of professional and support staff, contractors and volunteers.
- Champions a fundraising philosophy and organizational culture consistent with FamilyWorks' core values and community-centric fundraising.
- Leads effective planning, strategy development, goal setting, reporting, and evaluation of results.

- Oversees broad donor development and stewardship through e-campaigns, mail campaigns, peer-to-peer strategies, special events and donor recognition. Develops content and giving vehicles that connect donors with the organization's work and impact.
- Leads major donor cultivation and moves management, leveraging staff, leadership and volunteer relationships. Directly manages a portfolio of donors who give and/or have the potential to give \$5,000+ soliciting and securing major gifts.
- Oversees fundraising communications, including major donor communications plans, impact reports, and the annual report.
- Supervises the prospecting, research and relationship-building processes for grant opportunities, reviews funding proposals and impact reports.
- Drives Board engagement and activities related to donor development and communications.
- Builds corporate giving and relationships in partnership with the Executive Director.
- Leads annual Sunday Supper, FamilyWorks' marquee fundraising event.
- Represents FamilyWorks by attending community events and building community partnerships.
- Oversees effective development operations, including policies, procedures, CRM database, gift processing, acknowledgment, reporting, collaboration tools, and digital and physical record keeping.

EDUCATION / EXPERIENCE

- Bachelor's Degree and with at least a minimum of 5-7 years of nonprofit philanthropy experience in development, including annual giving strategies, institutional fundraising, special events and major donor development, and at least 1-3 years in a leadership position. Any combination of education, experience and measurable performance which demonstrates the capability to perform the duties of this position.
- Experience in CRM databases and Microsoft Office products.
- Valid driver's license, and willingness to drive as needed.

OTHER REQUIREMENTS:

- Demonstrated skill of innovation and motivation necessary for achieving fundraising success.
- Direct experience in setting and implementing prospect/donor stewardship, cultivation, and solicitation strategies.
- Excellent communication skills, both oral and written. Ability to present information effectively.
- Willingness to participate in intentional learning efforts, relating to understanding and dismantling oppression, institutional racism and building cultural competency, and ability to work with people from a variety of racial, cultural, education, and economic backgrounds, sexual orientations, and gender identities.
- Experience in effectively supervising staff, managing performance and supporting professional development.
- Detail oriented, with strong organizational skills.
- Ability to maintain focus in an open work environment.
- Proven track record in building a culture of philanthropy within an organization and significant strategic planning experience.
- Ability to successfully develop and build relationships resulting in collaboration across the community and organization.
- Must pass background check

ANNUAL SALARY RANGE: \$90,000 - \$100,000 (BASED ON EXPERIENCE)

TO APPLY:

Email your resume and cover letter to Human Resources at fwhumanresources@familyworksseattle.org.

Vaccination is required.

FamilyWorks is an equal opportunity employer committed to workplace diversity. We do not discriminate on the basis of gender, age, race, religion, marital status, sexual orientation, national origin, disability, or veteran status.