

# FAIR WORK CENTER



## Development Director Job Opportunity

### ABOUT OUR ORGANIZATION:

We are a national leader in innovative forms of worker organizing. Our organizing shifts the debate about economic justice and is focused on building an economy that puts workers first. Along with our partner organization, Working Washington, we build worker power through education, organizing, and enforcement. We currently lead innovative campaigns organizing delivery workers in the gig economy, enforcing Seattle's domestic worker bill of rights, and making Washington's workplace laws among the best in the country. We are building a statewide base of workers who will continue to drive our future campaigns to reduce income inequality, center the needs of immigrant workers and workers of color, and shift the balance of power back to working people. We live our values and put workers first. We are building an organizational culture rooted in worker leadership, mutual respect, and the power of organizing.

### ABOUT THE ROLE:

We are looking for a strategic senior fundraiser who is excited to create change for working people across the state to join our team as the **Development Director**. They should be ambitious and passionate about developing and implementing a strategic vision and moving current and new donors to support our work. This position will report to the Executive Director and serve as part of the staff leadership team. This is a new role that will supervise a newly formed development team focused on establishing and growing our fundraising strategy in alignment with our commitment to building Washington's worker movement.

### KEY RESPONSIBILITIES

#### Organizational Leadership & Development Strategy

- Engage stakeholders to create a 3-5 year fundraising strategy with clear development benchmarks aligned with our mission as a power building organization
  - Execute an annual development plan with goals and deliverables
- Cultivate a culture of philanthropy with employees, board members and volunteers
- Direct the development program including institutional, major donor and grassroots fundraising work in compliance with 501c(3) and 501c(4) regulations.
  - Oversee all grant seeking efforts, including research, proposal writing, and reporting requirements.
  - Oversee maintenance of recording and tracking of grant and individual giving through the CRM (Salesforce)

- Supervise, mentor and coach staff
  - Directly manage the Grants and Development Specialist, ensuring they have consistent work plans, feedback, and coaching to succeed in their role
  - Coordinate closely with other program staff, including finance and data team members, to advance development program goals
  - Support training and mentoring of staff throughout the organization, ensuring that they can integrate organization's strategy and priorities into their work.
- Serve as a member of the organization's leadership team, helping to set and advance the organization's strategic vision and priorities as a powerbuilding organization

### **Donor Cultivation & Stewardship**

- Develop and carry out a new individual giving program, with an emphasis on grassroots fundraising drives and ongoing donor organizing
  - Partner with Executive Director and Board members to develop donor prospects
  - Research & support in the development of new strategies for donor acquisition and relationship building, including supporting with smaller fundraising events
  - Plan and execute an annual calendar of engaging donor events
- Partner with the Communications team to create an engaging donor communication plan including fundraising toolkit, mailers and social media efforts
- Support the fundraising efforts of the Executive Director, including develop effective pitches, updates, and report-outs to funders

### **MINIMUM EXPERIENCE & SKILLS**

- At least 5+ years of nonprofit development management experience with a demonstrated track record of successfully meeting fundraising goals through diverse funding streams for organizations with \$2M-\$5M operating budgets
- Capacity to communicate persuasively and compellingly with diverse funder audiences, with awareness of nuance in funder tendencies and language.
- Demonstrated track record of cultivating and maintaining relationships with stakeholders, program officers and donors.
- Demonstrated experience providing effective, supportive supervision to staff and supporting teams in working collaboratively to meet ambitious goals.
- Strong and applied understanding of organizing and base building as a theory of change
- Proficiency in Salesforce or related CRM donor management software
- Detail-oriented and extremely organized
- Ability to communicate clearly, provide direct feedback, and model resolving conflicts with integrity and openness to learning and growth.
- Capacity to work independently and on a team.

### **DESIRED QUALIFICATIONS**

- Relationships with individual and philanthropic funders, particularly in Washington state and on economic justice issues nationally
- 501c4 funding experience

- Bilingual: Spanish-English
- Knowledge of non-profit organizational management and structure
- Familiarity with some of our core policy issue areas
- Experience with Salesforce and the nonprofit success pack add on

## **OTHER INFORMATION**

**Compensation & Benefits:** This is a management position with the anticipated salary range being between \$90,000 - \$105,000, depending on relevant experience. We provide a generous benefits package, including exceptional medical, dental, and vision care, 5% employer 401k contribution, substantial holidays, vacation and sick leave, and an ORCA card for employees in the Puget Sound area.

**Location:** This is a salaried overtime exempt position that we anticipate being based in our Seattle office, though we are open to candidates who may primarily work out of our Yakima office. We are a hybrid workplace and expect this role will have a combination of in person work and work that can be performed remotely, and are open to considering strong candidates who currently live out of state but are willing to relocate. It may require occasional evening and weekend work and occasional travel throughout the state.

**How to Apply:** Please submit a cover letter and resume to [jobs@fairworkcenter.org](mailto:jobs@fairworkcenter.org) with the applicant's last name and "Development Director" in the subject line. Applications will be reviewed on a rolling basis.

**Commitment to Equity:** Fair Work Center is an Equal Opportunity Employer. We strongly encourage people from communities most negatively affected by historical and ongoing inequity to apply, such as: people of color, immigrants, women, lesbian, gay, bisexual, queer, trans, and gender non-conforming people, and people with disabilities. We seek candidates whose lived experiences reflect the lived experiences of the workers we support. If you need disability, language or other accommodation in the application process, please contact Zhi Chen at [zhi@fairworkcenter.org](mailto:zhi@fairworkcenter.org).