



## **Job Description: Director of Development**

### **Position Summary:**

The Director of Development is responsible for leading the Development Department and directing day to day fundraising at Business Impact NW. This position includes overseeing public and foundation grants, events, sponsorships, corporate giving, and fundraising campaigns. Heading the Development Department, this position works to financially sustain the programs and operations of Business Impact NW - a nonprofit dedicated to growing small businesses that create jobs in underserved communities. This position reports to the Chief Strategic Development Officer (CSDO).

### **Essential Duties and Responsibilities:**

Oversee, Implement and Support Development Activities:

- Plan and execute department outcomes and tactics in alignment with strategy of CSDO
- Create, execute, and manage annual fundraising plan and other management tools
- Supervise Grants and Giving Manager and Events and Engagement Manager
- Maintain and grow positive client, community, and donor relationships
- Identify & cultivate new funding sources
- Ensure smooth operation of all development activities
- Oversee grants program and see that standards of excellence are maintained
- Steward donors and sponsors and complete acknowledgement, thanking, benefits and deliverables
- Maintain accurate and up to date fundraising database
- Oversee 4 events per year, as well as individual and corporate giving programs
- Supervise all Development Department Staff and administrate the Development Department

### **Skills & Experience:**

- 3-5 years nonprofit development experience and success in raising funds for a 501c3 nonprofit
- Familiarity with grants, events, corporate giving, and individual giving with expertise in at least one area
- Ability to work with diverse stakeholders from executives to assistants, across our organization and outside it
- Ability to manage multiple projects, solve problems and work hands-on to complete tasks
- Strong writing and communication skills
- At least one year successful supervisory experience and enthusiasm for leading a strong team
- At least one year successfully administrating a department, team or division within a larger organization
- Willingness to learn and use applications that support development and management