



Job Description: Director of Development

About Us:

Business Impact NW is one of the leading non-profit community development financial and business assistance organizations in the Pacific Northwest. The mission of BIN is to promote the economic development of marginalized communities by offering access to capital, training and support to grow small businesses throughout the Pacific Northwest. For more information about BIN's history, mission, and programs for women, BIPOC, LGBTQ+, immigrant, and veteran business owners, please see our website: www.businessimpactnw.org.

Position Summary:

The Director of Development is responsible for leading the Development Team and directing fundraising at Business Impact NW. This position includes overseeing major giving, public and foundation grants, sponsorships, corporate giving, and fundraising campaigns. Heading the Development Team within the External Affairs 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 External Affairs Officer (CXO).

Who we are looking for:

A polished development professional is desired who will take on the full responsibility for fundraising at our smart, celebratory, dedicated regional nonprofit. You should be motivated to go above and beyond, excited to start and grow an individual giving program on par with our wildly successful grants program. You should have energy, creativity, and diligence. If you are ready to take a step up as the head of Development, are excited about our mission, and ready to design and implement fresh systems that will support our growth, please apply!

Essential Duties and Responsibilities:

Plan, Direct, Oversee, and Implement Development Activities:

- Plan and execute development goals, objectives, systems and tactics in alignment with strategy and needs of organization
- Work with senior leadership closely to further fundraising and development goals and objectives
- Create, execute, and manage annual fundraising plan and other management tools
- Ensure annual fundraising goal is met
- Manage, maintain and grow positive donor and stakeholder relationships
- Identify & cultivate new funding sources
- Ensure smooth operation of all development activities
- Design, oversee, and grow individual giving program
- Oversee and grow corporate giving and sponsorship programs
- Oversee grants program and see that standards of excellence are maintained
- Organize, enhance and maintain accurate and effective fundraising database (Salesforce)



- Supervise all Development Staff and administrate Development functions and team
- Work closely with Marketing and Communications team and CXO to further all External Affairs priorities

Skills & Experience:

- 3-5 years full time or equivalent nonprofit development experience and success in raising funds for a 501c3 nonprofit
- Familiarity with grants, events, corporate giving, and individual giving with expertise in individual giving
- Strong tactical skills and follow through in moves management and the larger systems that support advanced fundraising performance
- Experience utilizing research and prospecting tools for donors and growing individual donor programs
- Ability to work with diverse stakeholders from executives to assistants, across our organization and outside it
- Excellent interpersonal skills and the ability to form and maintain trusted relationships with contributors
- 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 with confidence and enthusiasm for managing team with diverse backgrounds
- 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
- Driven self-starter ready to take on full responsibility for development at a dynamic, successful, growing nonprofit
- Knowledge of nonprofit fundraising

Schedule & Location:

- 40 hours per week, 8:30am-5pm
- Organization headquarters located at 12720 Gateway Dr S #207, Tukwila, WA 98168
- Working mostly or semi-remotely in WA or OR state can be accommodated. Office space available in Beaverton, OR and Tukwila, WA if preferred

Generous Benefits Include:

- 100% paid employee medical, dental and vision plans
- Paid holidays, including all federal holidays and the week between Christmas and New Years
- Paid vacation time off
- Paid sick days
- 401k with 1% employer matching
- Professional development allowance



- Commuter benefits
- Adoption assistance
- Health Savings Account
- Voluntary supplemental medical benefits: Disability, Life, and Personal Accident insurance
- Flextime
- A great workplace culture

Salary: \$80,000 - \$90,000 full-time, Overtime exempt, DOE.

To apply: Please apply directly through Indeed posting [here](#) No phone calls please.

BUSINESS IMPACT NW IS COMMITTED TO CREATING A DIVERSE ENVIRONMENT AND IS PROUD TO BE AN EQUAL OPPORTUNITY EMPLOYER. ALL QUALIFIED APPLICANTS WILL RECEIVE CONSIDERATION FOR EMPLOYMENT WITHOUT REGARD TO RACE, COLOR, RELIGION, GENDER, GENDER IDENTITY OR EXPRESSION, SEXUAL ORIENTATION, NATIONAL ORIGIN, GENETICS, DISABILITY, AGE, OR VETERAN STATUS.