



Development Officer Job Description

Business Impact NW (BIN) is one of Washington State's leading community development and business assistance organizations. BIN invests in people and their communities to create economic equity, create jobs, and create wealth for entrepreneurs. An integral part of our mission is to meet the unique business education, training, and financing needs of non-bankable business owners. For more information about BIN's history, mission and services, please see our website: www.businessimpactnw.org.

The duties will include:

- Partner with staff and board to create a culture of philanthropy throughout the organization
- Work with CEO and all department heads to identify funding needs and funding sources
- Cultivate, engage and steward relationships with individual supporters and public and private funders
- Coordinate and all events through an individual and corporate giving lens, helping to ensure the mission of the organization is highlighted
- Grant writing and grant prospecting as needed
- Implement a comprehensive fund development program, including, but not limited to:
 - Annual/Monthly Giving b. Event Fundraising
 - Corporate Giving and Event Sponsorships
 - Major Gifts Program e. Planned Giving Program
 - Capital Campaign h. Capital/Program Grant Proposals
 - Effective and meaningful donor recognition
- Develop department budget, using data-driven metrics and analytics to prioritize fundraising resources and maximize return on investments
- Oversee and ensure sound practice in donation tracking, pledge and payment monitoring, reporting and benchmarking with eTapestry (donor management system)
- Serve as staff liaison with the Fund Development Committee to: a.
 - Work on strategic planning and goal setting
 - Mobilize and engage board of directors to participate in fundraising activities
 - Provide fundraising updates for committee and board meetings
 - Develop and revise fundraising policy and guidelines as needed

MINIMUM QUALIFICATIONS

- Bachelor's degree in Business Administration, Public Administration, Public Relations, Non-Profit Management, Communications, Marketing, or other related field.
- Minimum five years of experience in fundraising, with successive levels of responsibility and achievement
- Knowledgeable in fundraising best practices and donor cultivation/stewardship strategies. Prior experience in one or more of the following areas is required: annual/monthly giving strategy, major gifts, donor cultivation, event coordination, grant writing, planned giving.
- Proven ability to partner and work collaboratively with various constituencies, including staff, board, volunteers, clients, family members, and potential supporters.
- Strong skills in verbal and written communication, planning, organization, marketing and public relations
- Proficient in Microsoft Office, calendaring, email, donor database management, fundraising/non-profit software, online marketing, and social media