

Senior Development Officer

Reports to Managing Director / Chief Operating Officer

Job summary: The Development Officer is responsible for public and foundation grants, mission-driven events, and impact data collection and reporting. Leading the Development Department, the Development Officer works to financially sustain programs and operations of Business Impact NW - a nonprofit dedicated to growing small businesses that create jobs in underserved communities.

Essential Duties and Responsibilities:

Oversee, Implement and Support All Fundraising & Communications Activities

- Plan strategy with executive and development team
- Create, execute and manage annual and 3-year fundraising plans & budgets
- Identify & steward funding sources
- Ensure smooth operation of all fundraising activities

This includes:

- Planning and executing events with budgetary and mission goals (3+ major events per year), including all logistics, vendor/client interactions, marketing and ticket sales, and brand, collateral, and printing
- Identifying, evaluating, and writing successful grants (public and foundation)
- Stewarding major gifts & capital investors, including benefit fulfillment
- Database management
- Maintaining & implementing annual calendars, pipelines, and engagement strategies
- Stewarding Development Committee
- Working collaboratively with Development Department (Corporate Giving Officer & Communications Officer), senior management team, and key stakeholders

Skills:

- Attention to detail
- Ability to manage multiple projects, solve problems and work hands-on to complete tasks
- Strong writing skills
- Strong interpersonal communication & customer service skills
- Ability to inspire stakeholders: comfort & success with making financial asks
- Strong computer skills; adept in use of technology

Qualifications:

- BA preferred, though combination of education and experience accepted
- 3-5 years fundraising experience preferred (relevant experience considered)
- Strong event logistics experience and at least some grant writing experience
- Those with passion for Business Impact NW's mission strongly encouraged to apply



Salary & Benefits: \$47,000-57,000 Full Time, DOE. Generous benefits include paid holidays and time off, 100% paid medical, dental and vision plans, flex time, a great workplace culture, and access to employee-paid supplemental and retirement plans

Intended start date: August 2019

To apply please submit resume and cover letter to jobs@businessimpactnw.org

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.