Position Summary:
The Director of Development will work in collaboration with the Chief Executive Officer. The Director of Development will design and execute on a comprehensive and sustainable fundraising strategy for the Stroum Jewish Community Center of Greater Seattle. The Director will provide results-driven leadership, strategic direction, management, and coordination for all fundraising efforts including annual giving, major gifts, planned giving, foundation and corporate support, donor relations, fundraising events and other special projects. The Director will develop a culture of philanthropy across the organization and growing funds and raising awareness among key stakeholders; and consistent with the mission, vision and values of the SJCC. In partnership with the Marketing department, this position will contribute to brand development and public relations initiatives for the SJCC.

Essential Duties and Responsibilities:

- Work in close collaboration with CEO, President of the Board, Board of Directors, senior staff, and key volunteer leadership to establish and achieve annual and long-term fundraising goals and strategies.
- Serve as a member of the senior leadership team, playing a major role in determining strategic priorities and monitoring the budget and performance of the SJCC’s financial resource development efforts; provide key metrics and standardized reporting.
- Identify, cultivate and steward donors. Partner with CEO on major gift development and strategic solicitations.
- Develop and implement fundraising strategies that significantly increase the organization’s support from individuals, foundations, corporations, government funders and other sources.
- Develop proposals for grants, manage proposal efforts and monitor grant reporting.
- Participate in annual budget planning process to ensure that fundraising goals and strategy align with the overall organization budget and specific program needs, in partnership with program managers and Director of Finance and Administration.
- Provide leadership and direction to Development team.
- Work in close collaboration with the CEO, leadership team and Marketing Department to achieve integrated communication strategies that consistently promote a dynamic brand image that attracts support for the SJCC.
- Work in collaboration with the Sr. Manager, Data Solutions, for prospect research; oversee the donor database, Raiser’s Edge for donor recordkeeping, gift processing and stewardship.
- Attend and participate in Board meetings and other related lay-leadership meetings; and serve as lead staff for the Board of Directors’ standing Development Committee.
- Perform work on weekends and evenings as needed to meet applicable deadlines or scheduling needs.
- Participates in relevant community events to meet and engage prospective donors.
- Other duties as assigned.

Supervisory Responsibilities:
This position manages employees in the Development department, including the Senior Manager, Development and the Development Coordinator positions. Responsibilities include interviewing, hiring, and training employees; planning, assigning, and directing work; mentoring and appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems.

Qualifications:
To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

**Education/Experience:**
- Bachelor’s degree required; Master’s Degree preferred.
- Minimum of eight years’ experience in development activities and major donor solicitation; and at least two years of related supervisory experience required.
- Proven experience soliciting gifts of $25,000 and above.
- Experience directing the work of and managing teams.

**Skills:**
- Foundation fundraising, corporate community relations and proposal writing.
- Business and political acumen in developing fundraising strategies.
- Skill in Office 365, Microsoft Office Suite (Word, Excel, PowerPoint, and Outlook).
- Working with individual donors and managing a large portfolio of prospects and securing gifts over $2 million.
- Planning and coordinating successful fundraising events.
- Building and activating a capital or comprehensive campaign.
- Crafting, presenting, securing, documenting and coordinating planned gifts.
- Articulating a compelling case for giving in highly competitive fundraising environments.
- Raiser’s Edge; donor/constituent management software.
- The Jewish community and the ability to share the value proposition of the SJCC effectively with donors.

**Ability to:**
- Instill trust and confidence in others; maintain absolute respect and honor for confidentiality to the utmost level.
- Ability to prioritize and manage multiple tasks, while thinking and performing strategically; ability to soundly manage finances and budget.
- Demonstrate track record of soliciting and closing major gifts from individuals, corporations and foundation.
- Utilize strong verbal and written communication skills with critical eye for detail.
- Work collaboratively with staff at all levels of the organization.

**Certificates and Licenses and other requirements:**
Valid State driver’s license, and reliable personal transportation.
Must pass criminal background check.

**Language Skills:**
Outstanding written and verbal skills required, including the ability to write speeches and articles for publication that conform to prescribed style and format. Ability to read, analyze, and interpret common scientific and technical journals, financial reports, and legal documents. Ability to respond to common inquiries or complaints from customers, regulatory agencies, or members of the business community.

**Math Skills:**
Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent, and to draw and interpret bar graphs. Ability to work with Director of Finance and Administration to develop 10-year financial projections across various scenarios.

**Reasoning Ability:**
Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists (productive amidst ambiguity). Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

Physical Demands and Work Environment:
The information described below represents the physical activities and surroundings one may encounter when performing the duties of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Physical Demands: To perform the job, the employee is frequently required to talk and hear on the telephone and in person with individuals and groups. The incumbent may carry materials weighing up to 20 pounds.

Environmental Conditions: The work is typically performed in an office environment, with a moderate noise level. Occasional travel to other areas of the facility may be required, where the noise level is moderate to loud and environmental conditions may include slippery surfaces, crowded areas, or working near moving parts (e.g. exercise equipment). Local travel may be required.