



On a mission to succeed

Job Title: Development Director
Salary: \$50 hour (30 hours per week)
Reports to: Co-Executive Directors
Type: Part-time, 30 hours per week; Monday through Friday, 9a -5p; some weekend and evening work is required
How to Apply: Upload resume and cover letter - Attention: Fathers And Sons Together (FAST); Co-Executive Directors. Send both documents to info@fastfathersandsonstogether.org with **your name and Development Director** in the subject line. Your cover letter should express why you are interested in this role.

The Development Director plays a critical role in the success of our fundraising goals and the growth of our organization as we expand our reach. We're looking for a dynamic leader with great fundraising fundamentals and an entrepreneurial spirit who gets excited about building a high-functioning team to support the scaling of our programs and to build unrestricted reserves to ensure FAST's stability and flexibility into the future.

POSITION OVERVIEW:

The Development Director is responsible for creating, planning, and implementing FAST's annual development plan to raise \$3M in FY2023. The Development Director reports to the Co-Executive Directors and serves as a member of the FAST Leadership Team. The Development Director is responsible for annual giving strategies; developing a major gifts program; organizing annual fundraising events, and obtaining corporate and nonprofit grants and sponsorships. The ideal candidate for this position will have experience in nonprofit leadership and fundraising practices, with experience in all major fundraising strategies. The Development Director will bring a passion and transformative power of storytelling abilities to connect with and engage FAST's stakeholders to revitalize equity, justice, and belonging in communities of color. The ideal candidate will also balance strategic vision with operations to keep their eye on FAST's long-term strategic goals while tracking many details and deadlines in day-to-day operations.

ESSENTIAL JOB FUNCTIONS

Primary Responsibilities

The Development Director's job duties are building unrestricted reserves to ensure FAST's stability and flexibility. This includes but is not exclusive to building and managing a results-oriented, effective infrastructure that drives FAST's fundraising and stewardship activities, including leading, creating, and coordinating appeals and campaign leadership to expand organizational goals and growth that align with FAST annual strategic fundraising efforts.

Fundraising and Development

- Create the annual strategic development plan and annual fundraising work plans; with benchmarks for measuring performance
- Direct and lead annual capital campaigns and major fundraising drives
- Develop an annual calendar for giving campaigns and opportunities
- Manage grant opportunities, including research, proposal writing, and reporting requirements, including an annual report
- Oversee the use of fundraising database and tracking systems
- Manage a portfolio of high-level donors through a moves management process that includes cultivation, solicitation, and stewardship, including donor acknowledgment and recognition, annual reports, and informing donors of the impact of their gifts

Collaboration

Partner with the Communications Team to create fundraising materials, including but not limited to newsletters, social media, stories, videos, and website updates

- Work with the Co-Executive Directors to exchange information about high-end donors and prospects
- Provide input for the FAST organizational strategic plan

QUALIFICATIONS

- A passion for FAST's mission and programs
- Experience raising annual budgets of over \$3M
- Minimum of 3 years of demonstrated, successful, progressively increasing achievement in fundraising, direct experience leading a significant major gifts campaign execution, and demonstrated managerial experience leading a team
- Experience and comfort with IT and social medial platforms
- Intellectual depth, maturity, wisdom, and mentoring skills to lead and manage
- Demonstrated experience working in diverse, multicultural, and bilingual environments
- Excellent written and oral communication skills with demonstrated ability to speak and write clearly and persuasively; and ability to compile data accurately
- Working knowledge of the use of Google business applications (Docs, Sheets, Gmail, Calendar, Drive, Forms)
- Pass all required criminal background checks
- Possess a valid Washington State driver's license and reliable transportation

EDUCATION AND EXPERIENCE

- A postsecondary degree or professional certification in fundraising is required
- Direct experience launching major fundraising campaigns is a plus
- Education coursework in fund development are strong pluses
- Knowledge of the local philanthropic community is desirable

DISCLAIMER: The statements in this job description are not necessarily all-inclusive; additional responsibilities may be assigned, and requirements may vary from time to time. Fathers and Sons Together is an Equal Opportunity Employer. Employment policies and programs are nondiscriminatory regarding race, gender, religion, age, national origin, disability, veteran status, or sexual orientation. People of color, LGBTQ individuals, and women are encouraged to apply.