

# Development Director

Please submit the following to: [tiana@resolutionsnorthwest.org](mailto:tiana@resolutionsnorthwest.org)

1. Resume (and/or video) highlighting your nonprofit development experience, including work or volunteering experience
2. Cover Letter (and/or video) that addresses:
  - Previous experience with development work
  - What role you see development work having in equity work and your experience applying an equity analysis
  - Why you are interested in this job

**Status:** Exempt, full time

**Compensation & Benefits:** \$60,000 for 1.0 FTE; benefits: health insurance (medical, dental, vision), sick/vacation/personal paid time off

**Start Date:** August 2021

## Mission & Values

Resolutions Northwest is committed to the journey of shifting practices & structures to align with our values & mission. This is often a process of undoing, creating & committing to action for outcome shifts in pursuit of our mission of furthering racial & social justice. We are currently reorganizing to a flatter hierarchy, have pay equity across programs, seek increased collaboration across programs & engage our values while disengaging from white supremacy culture. We welcome candidates who have passion, willingness & commitment to walk in integrity with us on this path. We offer transparency that if typical hierarchical organizational structures are what you seek, this may not be a good fit.

## POSITION SUMMARY

The Development Director position is responsible for managing all fundraising, grant-writing, & revenue-generating activities for our organization. We are looking for an energetic person who doesn't mind wearing multiple hats, is well organized, flexible & enjoys the challenges of supporting an office of people with diverse needs. The ideal candidate for this job is resourceful, a good problem solver & organized. We are operating in a flatter hierarchy structure where all employees collaborate on organizational decision making. Our ideal Development Director is excited about

working in a lot of teams & committees, & can work independently. As a part of onboarding, we appreciate any new hire to take the trainings we provide (upcoming in October 2021 are a Restorative Justice training & an Equity-Informed Mediation training).

## **ESSENTIAL DUTIES & RESPONSIBILITIES**

### **Strategy, Fundraising & Developmental Operations**

1. Create an annual fundraising plan that meets the annual budgetary needs of our organization as well as creating a plan for long-term sustainability.
2. Coordinate with the Board and Budget Committee to implement the plan.
3. Lead & support staff to cultivate relationships with foundations/donors.
4. Writing grant proposals & work with staff to ensure timely & accurate grant reports (Administrative Director will help with reporting portion).
5. Maintain grant proposal & reporting calendar.
6. Lead & design fundraising campaigns, soliciting individual, corporate & foundation donations (primarily through crowdfunding & mail - our Marketing Manager can assist with this).
7. Work to your strengths - maybe your strength is in grant-writing vs. donor cultivation; do what suits you best!
8. Oversee systems of data entry, donor tracking, & gift acknowledgement (Bookkeeper & Receptionist can assist you with these).
9. Ensure timely processing, recording, & acknowledgement of donations (Administrative Director can assist with this).

### **Director Duties**

1. Participate in weekly staff meetings
2. Participate in organizational committees
3. Sit-in on team meetings
4. Participate in regular Admin team meetings

## **WORK ENVIRONMENT**

This position will primarily take place remotely, with the option to work in a shared office setting at a desk with a computer, printer & phone. (Office located in SE Portland). This position also requires a flexible work schedule, including some evening & weekend work. We understand that work-life balance is important & support your utilization of all of your PTO.

Wherever necessary, RNW will make every effort to provide reasonable accommodations, in accordance with the letter & spirit of the ADA.

## **QUALIFICATIONS**

*The following qualifications & skills will be needed on the job, HOWEVER, imposter syndrome is very real. If you feel you don't hit every mark, that's ok! Any combination of education, work experience, volunteer experience, & life experience will be taken into consideration.*

### **Experience, Skills & Areas of Knowledge**

1. Ability to juggle & prioritize multiple tasks
2. At least 2 years experience in nonprofit Development; grant-writing especially
3. Experience with annual giving programs - online/mail
4. Skilled at asking supporters for donations of money, in-kind donations, & time
5. Commitment to solidarity economy values; racial, economic, climate justice, cooperative flattened hierarchy, systems change
6. Willingness to learn from mistakes, receive feedback, & communicate with an open heart
7. Self-direction; ability to work independently
8. Ability to keep sensitive information confidential both inside/outside the organization
9. Excellent organizational skills
10. Excellent people skills, including ability to provide empathy to people in conflict and/or crisis & draw respectful boundaries
11. Responsive to staff, donor & client needs
12. Strong writing & verbal skills
13. Competency working with MS Office software (Word, Excel), database systems & familiarity with web-based data management systems (such as Wordpress & CiviCRM)
14. Ability to integrate new technologies (online collaborative tools, group lists, surveys, etc.) when appropriate

### **PREFERRED QUALIFICATIONS:**

1. Preference will be given to a multi-lingual candidate (Spanish, Mandarin)
2. Knowledge or experience in mediation, facilitation, equity, & restorative justice

*Resolutions Northwest embraces excellence through diversity, advocates the principles & spirit of affirmative action, & is strongly committed to the promotion of: race, gender, ability & class equity, throughout our programs & services. To this end, RNW is an equal opportunity employer. Candidates representing untapped communities are highly encouraged to apply.*