



Take charge, make CHANGE

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**SAFE STREETS CAMPAIGN
JOB ANNOUNCEMENT
Development Director**

Position: Development Director
Reports to: Executive Director
Member: Leadership Team
Status: Exempt

COMPENSATION PACKAGE

Starting salary range: \$58,000 - \$72,000/ year, dependent on qualifications
Benefits (equivalent of about 25% of salary includes comprehensive health care package and matching 401K plan. Vacation/sick days are earned (PTO) as well as 11 paid holidays.

WHO WE ARE

Vision: Safe Streets believes **each of us can live in a safe and thriving neighborhood.**

Mission: Safe Streets unites and inspires neighbors, youth and businesses to develop safe, healthy and thriving communities.

Distinctive Core Competency: Safe Streets puts tools and relationships in the hands of the community to drive change.

Safe Streets mobilizes grassroots community change by:

Motivating and inspiring action in the community.

Teaching leadership strategies so community members solve their own problems.

Assisting neighborhoods and youth to define their vision for change; and

Connecting people and organizations for success.

OUR TEAM

The Safe Streets staff team is a dynamic and energetic team that strives to work together across the organization to achieve the mission of the agency. We are results oriented and committed to using data to inform the organization to improve our understanding of the impact of our programs in the community. We are not only committed to continuous improvement of our programs but also committed to allocating resources to ensure staff are adequately prepared to meet the changing needs of the community.

POSITION DESCRIPTION:

The Development Director is a key member of the agency leadership team, coordinating efforts to secure financial support for Safe Street's mission and vision. This role implements all functions related to resource development of the organization. The Director works to meet fundraising objectives, including coordinating with senior leaders and board members regarding major gifts, foundation grant submission, planning virtual and in-person events, overseeing and maintaining database and executing donor communication. The Director will research and identify potential donors and develop cultivation and stewardship of potential donors. She/he/they prepares presentations for potential donors and key stakeholders. She/he/they supervises the Events/Operations Administrator and the Marketing/Communications Coordinator and works with the agency Data Coordinator (who is supervised by the agency Operations Director) to maintain and develop the donor tracking system. She/he/they provide oversight to the grant writing consultants and coordinates with leadership staff to identify and submit applications for program funding. She/he/they are responsible for managing all contracts related to fund development and marketing/communications. Also included in these activities is internal management of Safe Streets' donor tracking system. Additionally, the Development Director is responsible for overseeing the execution of the marketing and communications agency strategic priorities and goals.

The Development Director provides support and guidance to the Executive Director and the Board of Directors on all development initiatives and works with the Board Fund Development Committee and Marketing Committee and all subgroups to increase volunteer advocacy for Safe Streets Campaign.

Key Areas of Responsibility: Board and Donor Development, Major Gifts, Stewardship, Appeals, Events, Business Partnerships and Sponsorships, Communications, and Administrative Oversight.

- A. Direct the fundraising efforts and activities for Safe Streets, including the implementation of the Safe Streets' long-range fund development plan to include cultivation and solicitation of gifts from individuals, corporations, and small businesses as well as key community organizations.
- B. Provide agency leadership on cultivation and stewardship of business partners and sponsors.
- C. Work closely with Executive Director and board to support cultivation of Major Gifts including innovative stewardship activities.
- D. Work closely with the Safe Streets' Executive Director, Board Fund Development Committee, the Board and staff to determine development needs and ensure a donor centered culture.
- E. Invite and coordinate wide participation and input in Safe Streets' events and activities and regularly communicate results.
- F. Coordinate donor/stakeholder communications including quarterly Impact reports, social media posts and web content.
- G. Manage the day-to-day gift stewardship process, including processing donations and acknowledgement of gifts.
- H. Investigate ways to improve stewardship of donors.
- I. Coordinate and supervise the work of personnel and volunteers responsible for annual fundraising events, volunteer services and office support.
- J. Develop and implement short- and long-term plans for private gift fundraising, including tactics to include annual appeals, events, sponsorships and major gifts.
- K. Develop and maintain donor-tracking systems for individuals, corporations, foundations and government agencies.

- L. Coordinate with the Leadership Team Data Coordinator on all foundation and government grants to determine agency needs and opportunities for growth and increased capacity of the organization.
- M. Manage the fund development revenue and expense budget and day-to-day operations of the development program.
- N. Provide a regular accounting of the activities and outcomes of the fund development efforts to the Executive Director.
- O. Represent the Safe Streets Campaign at community events and on appropriate boards and committees.
- P. Maintain information on current government and private funding trends and opportunities.
- Q. Make presentations to audiences when requested in order to increase community awareness of the value and impact of Safe Streets Campaign.
- R. Self-Improvement: Mindfully and continuously strive to hone current skills and to develop new skills and knowledge which will enhance personal ability to carry out responsibilities.
- S. Assist Executive Director with creation of Board and Committee agendas. Record and produce the minutes of all Board and Executive Committee meetings. Be responsible for the maintenance of Board and Executive Committee records.
- T. Assure all Board committees are provided adequate support for scheduled meetings and activities.
- U. Embrace and carry out other duties as assigned by the Executive Director.

QUALIFICATIONS:

1. Bachelor's degree from an accredited college or university or equivalent experience, preferred.
2. A heart for the mission, be results-oriented and embrace working in a family-like culture and environment.
3. Three years' experience in non-profit organizational fundraising or its equivalent.
4. Successful fundraising experience, including annual gift giving and corporate cultivation preferably in the South Puget Sound region.
5. Skill and experience in utilizing internal and external communication channels to promote fund raising programs.
6. Experience with managing support staff.

SKILLS AND ABILITIES:

1. Working knowledge of successful fundraising strategies, research, requests for corporate sponsorships and event planning.
2. Experience in developing partnerships with corporations and local business leaders.
3. Project management and/or event planning is desirable.
4. Considerable ability to establish and maintain effective working relationships with individuals and groups of various cultural and socio-economic backgrounds
5. Excellent oral and written communication skills
6. Effective interpersonal skills
7. Customer service attitude
8. Able to work independently, take initiative, and exercise sound professional judgement.
9. Comfortable with technology and at ease experimenting with new media; adept at using MS Office, donor management software, mainstream social media sites, and other common platforms. Experience with donor management software is a plus.
10. Commitment to teamwork

11. Willingness to get involved in the community
12. Familiarity with computerized information systems, including databases, word processing and graphics programs

Our Commitment to Diversity, Equity and Inclusion

Equity- Power of Community-Accountability- Partnership & Collaboration – Innovation & Continuous Learning – Responsiveness

Safe Streets promotes culturally competent, community-centered services for neighborhoods resulting in increased representation and collaboration among the diverse communities of Pierce County.

We are passionate about creating an inclusive workplace that promotes and values diversity. Organizations that are diverse in age, gender identity, race, sexual orientation, physical or mental ability, ethnicity, and perspective are proven to be better organizations. More importantly, we believe that creating an environment where everyone, from any background, can do their best work is the right thing to do.

Safe Streets is an equal opportunity employer, dedicated to a policy of non-discrimination in employment on any basis including race, color, age, sex, religion, national origin, disability, socio-economic, veteran's status, sexual orientation or gender identity expression.

We strongly encourage those who share these values, particularly candidates of color and those from other underrepresented groups to apply.

Application Procedure

Please submit a cover letter, current resume, and three professional references to campaign@safest.org with the subject line "DEVELOPMENT DIRECTOR". The position will remain open until filled.

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