



Revised: 04/28/2022

## Development Director

Job Title:	Development Director	Status:	Regular, Full-Time (36 hrs/week)
Reports To:	Executive Director	Starting Salary:	\$85,000+ DOE
Program:	Development	Classification:	Exempt
Application Requirements:	To be considered, applications must include a resume, and a letter of interest that includes a statement regarding the applicant's commitment to racial equity and intersectional impacts.		

### ABOUT THE MOCKINGBIRD SOCIETY

The Mockingbird Society (TMS) is a non-partisan advocacy organization focused on transforming foster care and ending youth homelessness. We do this by creating, supporting, and advocating for racially equitable, healthy environments that develop youth and young adults at risk of or experiencing foster care or homelessness. Our efforts are rooted in and guided by the voices of the communities we serve and those with lived experience in the systems we are trying to change. Ultimately, we want each and every young person, regardless of race and individual experience, to reach adulthood with an equitable opportunity to thrive.

### POSITION SUMMARY

Development Director leads fundraising and communications efforts. This is accomplished using relationship-based principles, and includes individual giving, major gifts, grants, marketing, events, corporate partnerships, and board engagement. The Director supports the team to deliver agency wide communication efforts, including, social media, website, media relations, and brand management. They implement short-term and long-term strategies to support the resource development and community engagement activities of the organization. Under the supervision of the Executive Director, and in partnership with the team they create the annual development and communications plan and ensure effective execution of the plan annually. The director will serve as a key member of the executive leadership team and work closely with the Philanthropy Committee of the Board.

### ESSENTIAL RESPONSIBILITIES

#### Organizational Planning and Implementation

- Lead strategy, effective management, decision-making, and communications to achieve department and agency goals.
- Lead the development and implementation of an annual fundraising and communications plan that emphasizes building relationships, community engagement, marketing, intentional storytelling, investments, stewardship, and measurable goals.
- Participate as member of the executive leadership team.
- Create and monitor department budgets, including regular revenue and expense forecasts.



Revised: 04/28/2022

### **Department Management**

- Support a relationship-based development model focusing on strategies for acquisition, securing investments, stewardship, and measurable goals.
- Oversee preparation of organizational written materials for effective external communications, intentional storytelling, securing individual gifts, grants, and corporate donations.
- Oversee grant management, events, corporate partnerships, individual donor stewardship, annual giving campaigns, including appeal letters and e-blasts.
- Oversee communications and marketing efforts, ensuring the team is working across departments to create unified internal and external messages and constant talking points.
- Partner to identify and support compelling PR opportunities, social media engagement, and web content; ensure regular updates.
- Partner with the Communications Manager to deliver agency marketing efforts.
- Ensures that database protocols and procedures are comprehensive, best practice, and executed with discipline and accuracy.

### **Equity, Diversity, and Inclusion**

- Work with staff and board to engage in the ongoing race equity work.
- Participate in the Race Equity Committee.
- Approach development, community engagement, and communications from a foundation of equity and racial justice.

### **Community Partnerships and Engagement**

- Personally engage, solicit, and steward investors and partners. Serve as a visible leader internally and externally.
- Serves as a liaison and partner with Board leadership to set annual individualized Board engagement goals for outreach, advocacy, giving, and relationship building efforts of the Board of Directors.
- Serve as the staff liaison to the Philanthropy Committee of the Board of Directors
- Engage corporate partners and individual volunteers to support agency goals.

### **Staff Development and Supervision**

- Lead professional development efforts, contributing to aligned goals and work plans, coach performance, and providing necessary support for individual performance and effective team performance.
- Oversee the recruitment, hiring, training and performance evaluation of fundraising and communications team members.
- Support staff and volunteers to implement engagement and communication strategies.

### **DESIRED QUALIFICATIONS**

- Experience with, and/or commitment to having, race equity, social justice, and LGBTQ/cultural competence be a workplace priority.



Revised: 04/28/2022

- Bachelor's degree, or a comparable combination of education, training, and experience in development, communications, or related field, is preferred. CFRE, MNPL, or fundraising certificate a plus.
- 5-7 years' experience in a development position, with 2-3 years' supervisory experience.
- Proven experience asking for and securing major gifts.
- Exceptional organizational skills; able to meet deadlines while balancing multiple projects.
- Experience planning and coordinate large-scale campaigns and events.
- Proficient in Microsoft Office Suite; Salesforce or other nonprofit CRM applications.
- Excellent writing skills, with strong attention to detail; excellent verbal communication skills.
- Ability to problem-solve and take limited direction on tasks, strong analytical skills.
- Ability to maintain a positive, professional, and service-oriented approach toward a variety of youth, foster parents, donors, community members, legislators, etc.
- Ability to represent the organization at fundraising and community events, comfortable with public speaking.
- Must thrive working for a small, mission-driven nonprofit organization.

#### **OTHER REQUIREMENTS**

- Ability to perform physically, exerting 50 pounds of force occasionally and 10 pounds frequently.
- Upon date of hire, must be able to pass a Washington State and national criminal history check.
- Must have valid driver's license, appropriate insurance and access to a vehicle or source of transportation for regular business use throughout Washington.
- Available to work evenings and weekends, with occasional statewide and national travel.

#### **EMPLOYMENT POLICY**

The Mockingbird Society is an Equal Opportunity employer. Employment is based upon individual qualifications without regard to race, color, sex, religion, national origin, citizenship, age, marital status, veteran status, disabilities, political ideology, sexual orientation, gender identity, or any other legally protected status. **We welcome all applicants, especially individuals with experience as foster care providers, alumni of foster care, and those who have experienced youth homelessness.**

#### **COMPENSATION**

The approved salary range for this position is between \$85,000+, depending on experience and qualifications. Benefits include medical/dental insurance, generous vacation, sick leave, annual holidays, Employee Assistance Program, and a SIMPLE IRA retirement plan with employer match.

#### **HOW TO APPLY**

**Please follow the instructions below in full. Incomplete applications will not be considered.** Submit applications to [jobs@mockingbirdsociety.org](mailto:jobs@mockingbirdsociety.org) with "Development Director" in the subject line. We are unable to respond to phone inquiries.

- Applications must include a resume and a cover letter, in Word or PDF format.
- The Mockingbird Society is committed to actively creating racial equity and eliminating the impact of intersectionality by embodying the changes we want to see in our work. Applicants are required to include a statement regarding how they would support and further this goal in their cover letter.