

Mt. Si Senior Center
Development Manager
Full-time, Salary, Exempt
Salary: Up to \$75,000 DOE



POSITION SUMMARY: The Development Manager is responsible for all aspects of fund development (including annual giving, major gifts, events, and planned giving) and communications/marketing. The Development Manager serves as Board Liaison for the Fundraising Committee. The person in this position reports directly to the Executive Director.

To ensure success you need to write well, have proficient knowledge of fundraising methods, and be committed to the Senior Center's mission. You must possess excellent verbal and written communication skills, have a professional and resourceful demeanor, the ability to work both independently and as a team player, and a desire to take initiative and manage numerous projects simultaneously. Preferred applicants are deadline-driven team players with outstanding multitasking abilities. This position is based out of the Mt. Si Senior Center's location in North Bend, Washington.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Development Responsibilities (approximately 70%)

1. Develops, implements, and oversees a comprehensive fundraising plan, including but not limited to annual campaigns, major donors, special events, corporate sponsorships, and planned giving.
2. Meets clearly stated outcomes for fundraising plan through proactive, organized work, adjusting fundraising strategies as needed.
3. Cultivates and stewards close relationships with agency stakeholders, community leaders, business leaders, and others who are or have the potential to be donors.
4. Maintains donor relationships with individuals, businesses, foundations, etc.
5. Implements efforts to secure new and untapped resources in a diversity of areas.
6. Composes and produces proposal letters, reports, and other written materials.
7. Coordinate strategies between fundraising and grant requests, working with Grant Writer.
8. Works alongside the Executive Director to lead planning and execution of fundraising events. Provides event coordination the night of the event.
9. Manages donor relationships through Little Green Light to ensure that documentation, donation tracking, appreciation, acknowledgement, profiles, prospecting, mailing lists etc. are current and accurate.
10. Works with and manages the donor data entry volunteer.
11. Oversee the design, maintenance, and production of data files and annual reports.
12. Serves as lead coordinator of fundraising campaigns.
13. Develops and manages annual fundraising budget and budgets for specific events and efforts.

14. Develops and plans appropriate donor recognition.

Communications (approximately 30%)

15. Oversees the development and implementation of a marketing plan for Mt. Si Senior Center.

16. Serve as a representative of MSSC at various meetings, events, and speaking engagements.

17. Works with Grant Writer to coordinate staff and volunteers in harvesting stories, photos, and other media to generate support for MSSC's mission.

18. Collaborates with Executive Director to create messaging that maximizes fundraising and development outcomes.

Other

19. Maintain proficient knowledge of the organization's history and programs.

20. Adhere to the organization's mission.

21. Assist with the execution of the Senior Center's strategy.

22. Develop monthly report for Executive Director for the Center's Board on fundraising.

23. Maintain organized and detailed records.

24. Perform other duties as needed.

25. Available to attend meetings, functions, and events after normal business hours on occasion.

26. Valid Washington State driver's license.

QUALIFICATIONS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements below are representative of the knowledge, skills, abilities and attributes required.

1. Three years of measured, successful development experience with a nonprofit organization.

2. Three years in a management position.

3. Knowledge of fundraising event coordination.

4. Excellent written communication skills required; the writing must be clear and persuasive in style. Strong editing skills.

5. Strong verbal communication skills, including the ability to present at public speaking opportunities.

6. Experience with sourcing opportunities, cold-calling, contact development, and business relationship management.

7. Experience working in deadline-driven environments.

8. Detail-oriented, adaptable, organized and demonstrated ability to successfully manage multiple projects and tasks.

9. Able to monitor and meet income goals.

10. Ability to manage rejection and overcome common objections.

11. Strong interpersonal and presentation skills required.
12. Excellent computer skills including MS Office, email marketing, Excel and donor software programs.
13. Comfortable with data management and administration.
14. Commitment to the Mt. Si Senior Center's mission.

PREFERRED QUALIFICATIONS:

15. Bachelor's Degree preferred.
16. Three years of experience with successful, nonprofit marketing/outreach/public relations.
17. Minimum of three years' experience working as a grant writer in social service organization or other complex nonprofit with multiple constituencies and programs.

SALARY & BENEFITS:

This is a full-time, salaried, exempt position. We value our employees' time and efforts. Our commitment to your success is enhanced by our competitive compensation and benefits package including paid vacation, flexible hours, medical benefits, 401(k) and other optional insurance. To learn more about us, please visit our websites at www.MtSiSeniorCenter.org and www.SVTBus.org.

HOW TO APPLY:

If you are interested in applying for this position, please submit your resume, cover letter, and salary requirements to Susan@Mt.SiSeniorCenter.org. No calls please.

This position will remain open until we find the right person to become this dynamic member of our team.

No out of State applicants.

ORGANIZATIONAL OVERVIEW:

Mt. Si Senior Center has been serving the needs of seniors in the upper Snoqualmie Valley as a 501(c)(3) since 1979. The Center enhances the quality of life for older adults in the Snoqualmie Valley by providing a comprehensive network of services including health and wellness checks, fitness classes, information and assistance, social and recreational opportunities, educational programs, volunteerism, housing, and transportation. We are proud of the work we do and have a passion for helping people. We seek a Development Manager to become an integral part of our dynamic and growing organization.

Mt. Si Senior Center is an equal opportunity employer. The agency does not discriminate on the basis of race, color, gender, socio-economic status, marital status, national or ethnic origin, age, religion or creed, disability, or political or sexual orientation.