



Position Title: Development Director
Organization: SafeFutures Youth Center
Reports to: Executive Director
Salary: \$87,000 - \$90,000

ABOUT US

SafeFutures works to help young people -- many of whom face tremendous life challenges -- to emerge as confident, resourceful, and engaged community members. Our vision is that every young person in the Puget Sound area has the opportunity to become engaged community members while living safe and fulfilling lives. To achieve our mission and vision, we engage youth and their families through culturally responsive academic, prevention, and intervention services and programs. As a result of our work, young people participating in SafeFutures programs gain access to the resources and support they need to navigate their futures.

YOUR ROLE AS DEVELOPMENT DIRECTOR

SafeFutures is seeking a skilled, organized, and dynamic Development Director to advance and support the organization's fundraising program, and to help us realize our fund development goals. The Director will build on the organization's deep-rooted foundation/grant funding support to establish and lead a comprehensive community fundraising plan including individual fundraising programs. The first-ever Development Director position is a strategically important role that will help ensure the sustainability and growth of the organization. This roll-up-your-sleeves role is ideal for an experienced fund development professional with proven solicitation experience and relationship building skills who is ready to lead and shine.

PRIMARY ROLES & RESPONSIBILITIES

● FUNDRAISING LEADERSHIP

- Work with Executive staff and Board in designing, implementing, and coordinating a robust fundraising program.
- Establish annual fundraising and campaign goals, and lead efforts to successfully reach established goals.
- Begin to implement a culture of philanthropy.
- Produce regular fundraising reports and analysis to share with the Executive staff and Board.
- Manage contract grant writers and other consultants as needed to reach fundraising goals.



- **MAJOR DONOR PROGRAM**

- Work with Executive staff and Board to identify prospective major donors.
- Manage SafeFutures' portfolio of current and prospective major donors.
- Coordinate efforts and strategies to engage and connect with prospective donors.
- Support Executive staff and Board in preparing for meetings with current and prospective donors.
- Help coordinate Board member recruitment and training activities to ensure that Board members are prepared to be effective fundraising ambassadors.
- Coordinate major donor cultivation and recognition activities including events, informational meetings, site visits and, where appropriate, SafeFutures Youth Center tours.
- Manage and coordinate other major donor activities as identified.

- **ANNUAL FUND CAMPAIGN**

- Build out and coordinate development of a multi-faceted annual campaign strategy including direct mail, email outreach, phone banks, and social media.
- Help to develop inspiring and engaging messaging to serve as the cornerstone for fundraising letters, email, GiveBig-related activities, and social media.
- Manage donor information and prompt gift acknowledgement and stewardship.
- Manage and coordinate other annual campaign activities as identified

- **OPERATIONS**

- Develop and implement community fundraising events with volunteers and consultants as aligned with established fundraising goals.
- Research, secure, and implement a donor management system.
- Develop and implement a timely donation response system to ensure timely and engaging acknowledgement of donations.
- Establish other processes and procedures needed to ensure the success of sustainable fundraising efforts.

WHAT YOU BRING - REQUIRED

- Minimum of 5 years experience working in non-profit organizations, with at least 2 years in roles involving direct active solicitation.
- Proven success in relationship building and relationship management.
- Effective communicator, both written and verbal.
- (Preferred) Bachelor's Degree.
- (Preferred) Lived-experience reflecting close connection with, and understanding of, BIPOC communities we serve, and/or extensive knowledge of diverse communities.



OTHER SKILLS & ABILITIES

- Ability to work collaboratively and independently
- Excellent organizational skills
- Experience setting and executing goals
- Self-starter with the ability to prioritize multiple projects and deadlines simultaneously
- Experience working with volunteers as fundraisers

COMPENSATION

\$87,000 - \$90,000 annually

Full medical, dental, group life, paid vacation, sick leave and holidays.

Hybrid office environment (2-3 days in the office/face to face meetings) with some evening events.

HOW TO APPLY

Applications should include a resume, and cover letter. Send to SafeFutures@sfyc.net. All applications will be reviewed.

Application Deadline: Open until filled.