



Development Manager

Over a decade in the making, Waterfront Seattle fulfills the public's vision: beautiful public spaces for all, a salmon-friendly seawall, and year-round activities for culture, education, and fun. Our future waterfront will be a lively mixing ground for our community while also nurturing our near-shore environment. **Friends of Waterfront Seattle** is the city's nonprofit partner, helping to build, steward, and program the park – today and into the future.

Friends is actualizing the vision that was thoughtfully developed through an unprecedented collaboration between government, community leaders, tribes, the business sector, numerous stakeholders, and the public. Most of the park will be built after the Viaduct's removal in late 2019; however, Friends and the City will complete construction of the first piece of the new park, Pier 62, in 2019. Friends has launched the quiet phase of its \$100+ Million comprehensive campaign to raise capital funds for the City, programming and operating funds for the park, and Friends' capacity to program and manage the new public spaces.

A multi-faceted philanthropic effort is required to ensure timely achievement of financial goals, steward our generous donors, build and deepen relationships with foundations and corporations for program sponsorship, and secure long-term support of the park and Friends. The Development Manager is key member of the fundraising team who directs certain activities and supports overall fundraising efforts as detailed below. This role will need an experienced team member who can embody the organizations values into the fabric of how fundraising is accomplished with an understanding best practices of equity and inclusion in development.

This position is open to all qualified candidates. Friends values diverse perspectives and life experience and encourages people of all backgrounds, communities and cultures to apply, including people of color, women, LGBTQ, immigrants, refugees, people with disabilities, and veterans.

Development Manager Responsibilities:

- Assists Development leadership in executing strategies to meet short, medium and long term financial goals and in setting campaign priorities, timelines and activities
- Work with Development team to implement prospect cultivation and solicitation strategies, track campaign gifts against performance goals, and ensure closure of all leadership gifts
- Lead prospect identification and research execution; in collaboration with development team, work with the database to compile prospect lists and prospect management reports
- Support volunteers, campaign committees and Friends fundraising steering committee; manage committee related activities including meeting schedules agendas, minutes and follow-up

- Manage internal fundraising activities, including preparing campaign correspondence, solicitation materials, proposals, pre-solicitation briefs and post meeting debriefings
- Prepare regular updates and analyses on campaign progress for internal use
- Support the execution of fundraising events with other team members and outside vendors
- Collaborate with the Marketing Manager and Friends team in creating collateral materials to support the campaign, including powerpoint slide decks
- Cross train and serve as back-up to ensure timely pledge reminders, donor acknowledgements, reports, and donor lists
- Keep Salesforce records up to date by entering data on tasks performed
- Collaborate on production of reports
- A commitment to diversity, equity and inclusion and willingness to implement theory into practice and day to day work

Preferred skills to meet job responsibilities listed above

- Bachelor of Arts degree or equivalent experience
- 3-5 years of relevant professional experience
- Experience in fundraising and prospect research
- Excellent written & verbal communication and interpersonal skills
- A high degree of creativity, resourcefulness, and energy
- Ability to manage projects independently and work as part of a team
- Experience and aptitude using Salesforce or a similar CRM database is required
- Basic knowledge and comfort level learning new software, using MAC OS, Excel, Powerpoint, MailChimp and word processing software
- Comfortable executing fast-paced, deadline-driven tasks in an open, busy work environment
- Availability to work evenings, weekends, and non-traditional work hours
- Comfort and desire for working in a fast paced, collaborative atmosphere which values contributions of all team members and understanding of fundraising as part of the collective whole of what the organization seeks to accomplish

Position Needs, Knowledge & Skill Sets:

- ***Strong relationship building skills*** that support donor stewardship and successful development goals while taking into account the many stakeholders, identities, and team members that are involved in overall park operations and park partnerships
- ***Flexibility and ability to adaptively manage*** internal fundraising needs that support our core mission of access and inclusion to public spaces that are newly created
- ***Desire and Commitment*** to apply equity and inclusion lens to development grounded in analysis of collaboration with other departments like marketing and programming
- ***Strategic agility*** to lead development efforts while managing sensitive and confidential information with discretion
- ***Use of creativity*** to inspire ‘outside the box’ thinking of tradition fundraising tactics with authenticity and transparency

- The ability to deal with *ambiguity* and *constant* change skilled with thoughtful communication and awareness of team dynamics

Organizational Values

Friends is an ambitious organization that welcomes diverse qualified team players who, like all members of the Friends team, possess a “do all jobs” mentality and strive to achieve excellence in all tasks. Friends offers team members the opportunity to take on significant responsibilities on multi-disciplinary projects in a congenial work environment. While Friends is a 501c3 non-profit organization, Friends’ culture is more akin to a start-up with an entrepreneurial spirit compared to a traditional non-profit. Friends is committed to an inclusive, diverse, multi-cultural atmosphere that we envision for the future Waterfront Park. Friends seeks to employ and engage all communities and cultures including people of color, those with disabilities, and members of the LGBTQ community in an environment where everyone feels valued.

Logistics

The **Development Manager** is a full-time non-exempt position with a work schedule that requires flexibility to work some evenings and weekends. Starting salary: \$60,000 to \$68,000 depending on experience. Vacation, health care and dental coverage, and transit pass are paid by the organization. Ability to participate in defined contribution retirement plan with contribution by the organization. Send cover letter explaining how your experience meets the qualifications and experience needed for the position, along with a resume, to recruitment@friendsofwaterfrontseattle.org