



Development Director

Mission Statement: We work throughout Washington State to support land-use policies that encourage healthy, equitable and opportunity-rich communities, and protect our valuable farmlands, forests and water resources.

About Futurewise

Futurewise is the only statewide environmental non-profit in Washington dedicated to ensuring that state and local governments manage population growth responsibly. Founded in 1990, Futurewise (formerly 1000 Friends of Washington) has established an impressive track record in growth management issues as the state's primary advocate for smart growth policies.

The goal of Futurewise is to protect the future of Washington for all of its citizens by ensuring that growth happens in a way that is beneficial to everyone. Futurewise is working on several ambitious efforts to ensure that Washington and its communities are making sound decisions to address growth and development in a proactive, equitable manner. The current work program includes:

- **Increasing Community and Resource Protections.** Futurewise is working to ensure that communities across the state permanently protect working farms and forests, and work to ensure healthy rivers, lakes wetlands and shorelines.
- **Creating Livable, Equitable Communities.** Futurewise encourages communities in Washington to embrace the "best practices" of livable, equitable communities, and to advance land-use policies that create affordable housing, prevent displacement, and take advantage of transit-oriented development opportunities.
- **Strengthening the State's Role in promoting sustainable growth.** Futurewise works at the state-level to advance and shape legislation that supports affordable housing options, promotes equitable and sustainable transportation options, and protects and strengthens growth management and environmental protection laws.

Position Responsibilities

Futurewise is an organization in transition. Between 2012 and 2015 the organization almost doubled in size from \$750K to approximately \$1.5M. However, in 2016, the organization experienced a leadership transition, as well as the loss of several key staff members and large grant and contact funding sources. As a result, the organization is currently hovering at about \$1M, but is poised to re-build with the help of a recently hired Executive Director (ED) and capacity-building resources from Social Venture Partners. Reporting to the ED, the Development Director will play a key role in the leadership team of the organization, and will be driving a robust agenda that includes re-energizing and expanding the donor and membership

base, re-imagining fundraising events, overhauling operational systems, and developing and leveraging communication tools. Most importantly, the ED is searching for an individual who can create opportunities to be executed upon that will broaden awareness and build support from a new and younger audience, and expand name recognition statewide. Responsibilities are anticipated as follows:

Major Donors and Membership (40%)

- Work with ED to develop, implement and maximize strategies for major and mid-level giving, including expanding the donor pool in specific geographic areas around the state.
- Work closely with the ED, program staff and Board to strengthen and expand fundraising contacts. Personally solicit gifts from mid-level to major donor prospects.
- Plan and drive schedules for major donor stewardship, cultivation, and solicitation
- Write and collaborate on 3-4 mailed appeals and additional email appeals annually
- Research, design and introduce a planned giving campaign.

Grant Management (30%)

- Identify and cultivate government, corporate or foundation funding.
- Support the ED, develop strong relationships with foundation contacts, developing grant proposals and coordinating with program staff.
- Plan and drive grant calendar to ensure that all application and reporting information is completed on time for the appropriate grant cycles, and to project incoming cash flow
- Research funder requirements and approaches to ensure effective applications over time
- Work with program staff for timely and accurate reporting on grants.

Special Events (25%)

- Plan and execute all fundraising events, including the annual spring breakfast, fall Feast with Friends, region-specific fundraisers, house parties and major donor cultivation events. Some travel within the state of Washington will be required.
- Responsible for all logistics, budget management and evaluation of events
- Work with ED/AD to secure sponsorships and matching opportunities for events.
- Secure development interns or volunteers to assist with the annual event and Feast
- Assist program staff with program related events when necessary.

Planning & Reporting (5%)

- In conjunction with ED, create annual Resource Development Plan, including budgets, priorities and fundraising activity
- Maintain and drive all aspects of fundraising/development calendar
- Develop systems for tracking, reporting and evaluation progress toward goals
- Maintain system to keep key staff and board members fully informed of fundraising progress on a regular basis

This position will also oversee the hiring of a secondary development staff person.

Ideal Candidate

The ideal candidate will be organized, self-directed and an excellent communicator, and will meet the following qualifications:

- Passion for environmental protection, and a firm belief in the mission of the organization.
- History with and connections to major donors in the environmental and equity space.
- Comfort with and willingness to solicit major gifts.
- Creative and strategic with demonstrated leadership skills.
- Exceptional writing and editing skills, especially in the development of grants, membership appeals and outreach materials.
- Exceptional one-on-one communication skills; professional and personal demeanor, and the ability to determine which is appropriate given context.
- 5-7 years of demonstrated fundraising experience, particularly as a major gifts officer.
- Documented success in managing non-profit membership and grant programs.
- Experience planning major fundraising events.
- Verified ability to motivate staff and board members to reach development goals.
- Ability to work comfortably in a high-energy office as a member of a team.
- Computer proficiency on Word, Excel, and familiarity with donor software. Experience with Salesforce and In-Design is a plus.
- Sense of humor, and ability comfortably manage a high-stress environment.

Project Location, Salary and Benefits

This position is based in Seattle, WA, although travel within the state is anticipated several times per year. Salary is commensurate with experience. Benefits include paid medical, dental and vision for the employee, paid leave, simple 401K, and subsidized regional transit pass.

How to Apply

Position is open until filled; first consideration will be given to applications received by May 19, 2017. Interested candidates should send a cover letter, resume, and at least three references in PDF format to jobs@futurewise.org. Please make the subject of your email "(Last Name) – FW Development Director" and address the cover letter to Hiring Manager. Please label any submitted materials, including the cover letter, resume, and references with your last name. **NO PHONE CALLS PLEASE.**

Futurewise is an Equal Opportunity Employer that values diversity in all areas of its operations. We are committed to equal opportunity in employment and promotion for all qualified persons without regard to race, color, age, religion, sex, marital status, sexual orientation, gender identity, national origin, citizenship, military or veteran status, the presence of any sensory, mental or physical disability, pregnancy and childbirth, family responsibilities, or any other basis protected by applicable laws, regulations, or guidelines relating to discrimination in employment.