



Development Director

The Washington Bus is a statewide organization that engages young people in the civic process and builds political power for our generation. We empower young people of color, LGBTQ youth, first generation college students, and young people from working class and immigrant communities. We activate our generation through education, civic participation, and hands-on democracy, and work to put the young people most often excluded from the political process at its center. The Washington Bus is creating a more equitable Washington by building a democracy that works for all people.

We focus our work through three core areas of work:

- **People:** we invest in developing the skills and opportunities of young people, whether they are first-time volunteers, new voters or effective legislators;
- **Participation:** we register thousands of young people to vote, educate them on the issues, and turn them out to vote;
- **Policy:** we see good legislation and policy as both an opportunity for young people to learn about civic life and a necessary tool for moving Washington forward.

The Bus is seeking a highly motivated person to lead our Development Department. The Development Director is responsible for leading our fundraising efforts, including but not limited to fund development strategy, supervision of department staff, stewarding mid- to high-level individual donors, fundraising event planning and logistics, and grant stewardship through institutional donors. The Development Director supports all levels of Bus staff, and particularly the Development team, in reaching our annual revenue goals through a clear narrative, aligned mission and impact, and robust community engagement. As a member of the Bus's Directors Team, the Development Director will be involved in organizational strategy and decision-making.

The successful candidate will be an excellent manager and leader, capable of engaging stakeholders in the mission and vision of the organization, and executing sound fundraising strategies, all while also successfully running a dynamic department. Candidates should also have a commitment to social justice, anti-oppression, and undoing institutional racism and seek to use the Development Director role to further internal organizational goals around these efforts. This is a full-time, exempt, permanent position with varied evening and weekend requirements. This position also requires some travel throughout Washington State. The Development Director reports to the Executive Director. This is an excellent opportunity to join a dynamic learning organization with a passionate staff. The Bus requires a high level of initiative and provides exceptional opportunities for growth and leadership.

Responsibilities

Fund Development Planning and Strategy – *meeting annual revenue goals*

- Create and implement an annual development plan that supports and enhances the Bus's impact.

- Attract and retain a broad base of support from individual and institutional donors.
- Evaluate progress toward goals, prepare regular reports for board and staff; strategically refine plans, as needed.
- Steward the development and implementation of multiple campaigns, including donor cultivation, monthly members, major gifts, events, and an annual year-end fundraising campaign.
- Manage and analyze donor data using Salesforce and other database software.

Organizational Leadership – *help set direction and culture*

- Serve on the Bus Leadership Team: responsible for cross-departmental communication and providing leadership on organizational priorities, planning and financial management
- Staff the board Fundraising Committee; work with committee to strategically engage board members in fund development

Development Department Leadership – *supervise and support staff, ensure accountability*

- Manage and support the Development Coordinator, setting clear expectations, ensuring clear and consistent communication, and regular feedback
- Support any additional development staff, fellows, interns, and/or volunteers
- Partner with the Executive Director and Program Director to engage board, staff, fellows, interns, and volunteers in Bus development work

Individual Donors – *organizational ambassador, stewarding mid- to high-level gifts*

- Lead the major gift cultivation strategies, including, but not limited to: ongoing cultivation, solicitation and recognition activities and an annual year-end fundraising campaign.
- Communicate the organization’s mission and impacts compellingly, and actively evangelize the Bus in meetings and at events.
- Engage Executive Director in stewarding and soliciting a portfolio of major gifts; personally steward and solicit a small portfolio of major gifts.

Events – *creative and logistical driver of the fundraising and cultivation events*

- Lead strategy and planning efforts for annual major gifts fundraising event as well as smaller donor cultivation events throughout the year.
- Oversee planning and implementation of annual individual giving fundraising events.

Grants – *connect programmatic and fundraising goals through compelling communication and narrative to and relationship building with institutional donors*

- Lead coordinator and/or writer for ten or more grant applications annually.
- Research additional opportunities and connect the Bus’s priorities with new institutional funders.

Required Skills

- Expertise in nonprofit fund development, including strategy, planning, and implementation
- Strong leadership skills in a cross-cultural environment; demonstrated ability to build relationships with a wide range of internal and external stakeholders.

- Superlative writer, capable of condensing large amounts of information into a clear and compelling narrative.
- Enthusiasm and belief in engaging young people in the political and civic process.
- Personal passion for undoing institutional racism.
- Ability to share vision and planning clearly, and with cross cultural sensitivity to the needs of diverse audiences.
- Demonstrated ability to self-manage, set priorities, take initiative and collaborate with others to move projects forward in a fast-paced environment.
- Able to set strategic priorities for projects, track progress, and shift priorities .
- Experience with developing, implementing, and managing work plans.
- Comfort with numbers and Excel tools to communicate information.
- Positive attitude, team spirit, and focus on problem solving through challenges
- Excellent verbal communication skills, equally comfortable developing rapport one on one or in front of a room.

Preferred Qualifications

- Proficiency in Salesforce, NGP/VAN, and EveryAction database software.
- Experience in event planning, soliciting major gifts, and/or grant-writing.
- Experience in leading, inspiring and supervising staff and board members to produce results.

How to Apply

Please submit a resume and cover letter demonstrating your relevant experience, as well as at least two professional references, to jobs@washingtonbus.org - please include "Development Director" in your subject line. Interviews will be scheduled on a rolling basis, and this position will be open until filled. Applications submitted by October 6, 2017 will be given priority consideration.

Compensation is \$45,000 - \$50,000. The Bus offers a comprehensive benefits package, including ORCA pass, 100%-employer paid premium for medical/dental/vision coverage, generous paid-time off, and a flexible work environment with opportunities for professional development.