

## Position Description: Development Director

### General:

RE Sources is a non-profit environmental education and advocacy organization. Its mission is to promote sustainable communities and protect the health of northwest Washington's people and ecosystems through the application of science, education, advocacy and action. Current programs include The RE Store, North Sound Baykeeper, Sustainable Schools, Clean Energy and Clean Water.

RE Sources currently employs approximately 40 staff and has a budget of roughly \$2.3 million. In 2018, this budget includes \$975,000 in RE Store retail sales and services, \$85,000 in government contracts, \$705,000 in foundation, government and trust grants, and \$487,000 in individual gifts, special event contributions and and business sponsorships.

The Development Director is a member of the organizational leadership team and oversees and implements a number of fundraising activities with a particular focus on individual gifts at all levels. Major initiatives in the coming 1-3 years will be:

- Set the stage for a capital, reserve fund, and/or endowment campaign.
- Oversee efforts to maximize benefits and efficiencies in Salesforce donor database, Campaign Monitor, and the Voter Action Network (VAN) software programs.
- Continue to grow our donor base and deepen our existing relationships with individual supporters and major donors.
- Launch a planned giving program and build a monthly giving program.

### Responsibilities:

#### *Major Gift Solicitation (35%)*

- Develop and implement major donor cultivation strategies;
- Create opportunities and incentives for major donor matching gifts;
- Conduct major donor prospect research;
- Identify and engage donors with the capacity to give \$10K and above;
- Make personal engagement visits to solicit and grow major gifts from targeted donors.

#### *Development (40%)*

- Develop annual fundraising plan that will meet or exceed annual revenue goals.
- Manage/oversee execution of the following elements of the annual fundraising plan:
  - Major and minor fundraising events;
  - Spring and fall fundraising campaigns;
  - Draft and/or concept the campaign fundraising letters and e-appeals;
  - Leverage opportunities to send fundraising appeals throughout the year;
  - Facilitate strong board participation in fundraising;
  - Assess ongoing fundraising strategies and make course corrections;
  - Build robust planned and monthly gift-giving programs;
  - Oversee donor prospect research using iWAVE pro and other online tools;
  - Other duties as assigned.



# RESOURCES

FOR SUSTAINABLE COMMUNITIES

PROTECT. ACTIVATE. INNOVATE. THRIVE.

## *Leadership Team (15%)*

- Work with the Finance Director, Grants Manager, Program Manager, and Executive Director to oversee the preparation of the annual development budget, track monthly budget performance, and monitor arrival of projected income to assure alignment with cash flow projections.
- Work with the Communications Director to establish engagement goals and metrics for growth of donor base, and to generate development-related materials including, but not limited to: website content, appeals, e-appeals, event collateral materials, annual report, and impact reports.
- Work with the Executive Director to position RE Sources as a trusted leader in sustainability and conservation both locally and regionally.
- Develop working relationships with all board members, community and non-profit leaders, major donors, key volunteers and/or organizational allies.

## *Human Resources Management (10%)*

- Supervise the development department staff of 2.35 FTE, including goal-setting and prioritization of tasks/assignments, developing and monitoring annual work plan, and conducting annual performance reviews.
- Regularly coach and mentor the development staff and offer them appropriate professional development opportunities.

## **Required Qualifications:**

- Demonstrated success in major gift solicitation;
- A minimum of five years' experience in development work with an emphasis on individual gift-giving;
- A minimum of two years supervisory experience;
- Knowledge of local/regional environmental issues;
- Commitment to a healthy and sustainable environment through education, citizen action and advocacy;
- Excellent written and verbal communication skills;
- Ability to efficiently prioritize and complete a variety of tasks, meet deadlines, and work independently or as part of a team;
- Ability to track multiple program campaigns and development projects;
- Ability to communicate information to donors in a friendly, informative manner and to manage a number of donor relationships at one time;
- Ability to work cooperatively with a wide range of personalities;
- Valid Washington State driver's license.

**Accountability:** Reports to the Executive Director.

**Status/Compensation:** The Development Director is a full time, exempt position and is eligible to participate in RE Sources full compensation and benefit package.

## **Application Instructions:**

Send a cover letter and resume to: [hr@re-sources.org](mailto:hr@re-sources.org), put "Development Director" in subject line.  
Or: Drop off cover letter and resume to our offices located on the second level: 2309 Meridian St.  
We are motivated to hire the right candidate soon - do not delay in applying!