

## Job Opening: Director of Development

Building Changes believes everyone deserves the opportunity for a home, a healthy life and a good job. We unite public and private partners to create innovative solutions through expert advice, grantmaking and advocating for lasting change.

Building Changes engages in a multi-faceted approach to ensure that housing and service delivery systems meet the needs of all homeless populations. We primarily serve government and nonprofit organizations in Washington state, and our activities benefit approximately 8,000 individuals annually, including individuals and families with children who are experiencing homelessness, and the housing and service providers who support them.

Building Changes consults, conducts training, creates plans and disseminates resources that bring national best practices and creative solutions to Washington state. We provide grants to organizations providing services to homeless families through a public-private partnership called the **Washington Families Fund**. We also work with homeless and housing advocacy organizations to renew and expand key homeless assistance programs and assure job opportunities for people experiencing homelessness.

We are seeking a Director of Development. This full-time position will be responsible for all aspects of our fundraising activities and will report to the Executive Director.

### POSITION SUMMARY:

Fundraising for Building Changes includes securing philanthropic dollars for both re-granting purposes and overall organizational work.

The Director of Development will provide leadership, strategic direction, management, and coordination for all of Building Changes' fundraising efforts. The Director of Development will be responsible for creating strategies that increase giving from individuals, corporations and foundations, with an emphasis on identifying, cultivating, and soliciting major individual gifts. In conjunction with the Executive Director, the Deputy Director, and Building Changes staff, the Director of Development will coordinate with program staff to secure government grants. The Director of Development will work closely and collaboratively with the Executive Director, senior management team, and Board of Directors to achieve Building Changes' fundraising goals.

### RESPONSIBILITIES:

- Manage comprehensive multi-million dollar (minimum \$3.5 Million/year) annual fundraising program, comprising private donations and restricted and un-restricted grants; ensure that programmatic, revenue, and expense goals are aligned with agency's three-year Strategic Business Plan.
- Manage foundation and corporate fundraising efforts, including strategies and proposals to secure grants and sponsorships; further develop and maintain positive working relationships with grantmakers.
- Implement successful major gifts program targeted at annual donations of \$1,000 and higher; work closely with Executive Director, senior management team, and Board members to cultivate, solicit, acknowledge, and steward prospects and donors

- Oversee implementation of broad-based annual giving program, including proven, state-of-the art methods around direct and electronic mail, web-based giving, and social media strategies; ensure all donors are appropriately thanked and receive ongoing agency communications.
- Oversee implementation of fundraising event(s); develop strategies to maximize sponsorship and individual giving potential.
- Provide leadership, coordination, and support for all Board fundraising efforts; serve as lead staff person for Board Philanthropy Committee.
- Develop and manage budget for development department.
- Supervise Fund Development Specialist; coordinate fundraising activities of other agency staff members.
- Serve as member of Executive Team; Agency Directors.

**QUALIFICATIONS:**

- Professional track record of developing and implementing creative, innovative, and successful fundraising strategies.
- Minimum seven years experience of managing a fundraising program, with strong major gifts background.
- Outstanding organizational, time management, and analytical skills – detail-oriented.
- Demonstrated ability in proposal and report writing.
- Excellent communication and networking skills, both oral and written.
- Strong commitment to Building Changes' mission and values.
- Demonstrated supervisory experience.
- Ability to maintain a flexible schedule.
- Solid computer skills, familiarity with donor management software.
- Experience and comfort in working with culturally diverse constituencies.

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**Full-time exempt position: 40 hours per week**

**Salary Range: DOE plus generous fringe benefits package**

To apply for this position, please send:

**COVER LETTER *and* RESUME** to:

Building Changes, Attn: Personnel  
2014 East Madison, Suite 200  
Seattle, WA 98122

[jobs@buildingchanges.org](mailto:jobs@buildingchanges.org)  
[www.buildingchanges.org](http://www.buildingchanges.org)

Resumes will be reviewed when received.

**Building Changes is an Equal Opportunity Employer**