



Job Opening at Solid Ground

Job Title: Development Specialist - Fundraising

Department: Resource Development/Giving

Union Affiliation: OPEIU
(Associated dues will apply)

Supervisor: Giving Manager

Status: Non-Exempt

FTE: 1.0

SALARY GRADE: 207

Solid Ground envisions a community beyond poverty and oppression where all people have an equitable opportunity to thrive. We are committed to working with compassion, integrity, accountability, respect, collaboration and a social justice approach as we support people to build well-being so that they can fully contribute to society, now and into the future. We value collaboration and leadership from the communities we serve. As our workforce evolves to reflect the diversity of the communities we serve, our agency and workplace will be enriched and strengthened and as such we will:

- Demonstrate the initiative to learn and enhance skills that promote anti-racism, cultural competency and an understanding of oppression and its impact.
- Participate in intentional learning efforts, including events relating to understanding and dismantling institutional racism and building cultural competency, and to encourage staff to fully engage in those activities.

Job Summary: The Development Specialist is responsible for managing annual development activities and campaigns, including all fundraising events, smaller cultivation and stewardship events; and partnership with annual fundraising campaigns. This role will also be responsible for managing our corporate sponsorship portfolio. . In addition to managing event logistics and strategies, the Development Specialist oversees a coordinated matrix of communication and solicitation strategies involving in-person events, engagement and outreach activities, and in-person donor meetings. This role works across many areas including program staff, board of directors, community members, supporters and partners. This position reports to the Giving Manager and works closely with the entire Resource Development team to implement the annual strategic fundraising plan.

Essential Responsibilities, Duties & Tasks:

- 50% Oversees and coordinates all major fundraising, stewardship and community engagement events, including the annual Gala, our Social Justice Salon Series, and a late summer community event. Leads the process to design compelling events, including tracking all event logistics, coordinating event vendors and partners, and managing the annual event plans. Works closely with program staff and communications department on event marketing. Responsible for meeting fundraising and attendance goals and tracking event budgets. Works with RD team to develop and execute donor cultivation and stewardship events. Partner with volunteer services to ensure event volunteers are secured and fully trained.
- 15% In partnership with the giving team, contributes to our Annual Fund activities including: developing donor cultivation, stewardship and solicitation strategies, coordinating with key staff and external vendors and tracking progress toward goals. Work with the Giving Manager and Sr. Director of Philanthropy and Communication to segment donors into appropriate categories based on potential growth in giving, areas of interest and cultivation strategies. Routinely run reports, analyze data, track trends and determine corresponding courses of action.
- 20% Responsible for maintaining and managing our corporate sponsorship program. Provide personalized outreach and actively build relationships and maintain systems that engage and retain returning sponsors while prospecting new partners. Work with the Giving Manager to develop and maintain event suite proposal. Routinely run reports, analyze data, track trends and determine corresponding courses of action.
- 5% Database management. Data input. Interpret reports and provide metrics for related report to areas of primary responsibility.
- 5% Maintain up-to-date information on Agency programs and services. Meet with program staff to learn about opportunities for donor engagement. Attend periodic departmental meetings and tour program sites.
- 5% Participates in departmental, program, and Agency meetings and relevant trainings as required.

Education & Experience:**Requires the following:**

- a) A.A. degree or equivalent
- b) Minimum 3 years fundraising and/or stewardship event management experience, with preferred donor development experience.

Preferred experience:

Community centric fund-raising experience helpful.

Minimum Qualifications:

- Ability to prioritize work and collaborate with others.
- Strong project management and organizational skills.
- High level of initiative and self-direction.
- Attention to detail.
- Resourceful, critical thinker who uses sound judgment and has the ability to problem solve.
- Excellent interpersonal skills with ability to positively motivate, persuade and influence.
- Experience with donor databases and/or event platforms.
- Excellent written and verbal communication skills and attention to detail.
- Ability to handle projects simultaneously and work independently, as well as collaboratively, with the Resource Development team.
- Self-motivated, confident, exercise initiative and creativity, and have the ability to meet deadlines.

Physical Demands/Working Conditions: This position works in an office setting 80% of the time and in the field 20% of the time. Position requires employee to lift up to 30 pounds and push/pull up to 10 pounds. Employee will spend 75% of their time working in office on the computer and 10% on the phone and performing misc. office work. Position will spend 20% of the time in the field at donor meetings, events, giving campaigns and public presentations, and 5% driving. Position has ability to sit/stand as needed.

Hours & Compensation: This is a full-time (40 hours per week) **union** position starting pay **\$29.16** per hour plus benefits. Hourly range \$29.16 - \$38.47. Benefits include medical, dental, short-term and long-term disability insurance, basic life insurance, 401(k) savings plan including agency contribution and match, holiday pay, generous paid personal leave package and tax-sheltered health care and dependent care accounts.

To Apply: Applicants must complete the Solid Ground application form specific to this position. To find an application online, go to <https://www.solid-ground.org/get-involved/careers/> then click on the Job Title for this position and complete the application. You may also leave a message on our job line at 206.694.6840 requesting a specific job application, or you may apply in person at 1501 North 45th Street in Seattle's Wallingford neighborhood

Solid Ground is an equal opportunity employer committed to workplace diversity. We do not discriminate on the basis of gender, age, race and color, religion, marital status, national origin, disability or veteran status.