

## Development Director – Citizens for a Healthy Bay

Citizens for a Healthy Bay is a Tacoma-based environmental nonprofit that engages people to clean up, restore and protect Commencement Bay, its surrounding waters and natural habitat. We work closely with county and local government agencies, members of the community, businesses, and other nonprofit organizations to serve as an unbiased positive voice for the health and welfare of Commencement Bay and South Puget Sound.

The Development Director reports to the executive director and is a key member of the leadership team. This individual is responsible for designing, directing and ensuring implementation of all of CHB's development activities including individual giving campaigns; major and minor events; corporate and foundation grant requests. This position also plays a key role in developing the organization's messaging and communications strategy around major decisions, campaigns and issues as they frequently inform and/or drive our development activities.

In the next three years, this position will play a key role in increasing CHB's donor base, raising our profile in the community, and building our grassroots base. The successful applicant will have a passion for public health and environmental protection and familiarity with power-building via grassroots campaigns.

***Diversity, equity and inclusion are core values for Citizens for a Healthy Bay. We welcome and value a diversity of people, experiences and perspectives. We embrace and actively encourage participation of people with differences in age, race, gender, socioeconomic status, ethnicity, language, national origin, family or marital status, veteran status, physical and mental ability, sexual orientation, religion and/or political affiliation.***

### **Responsibilities include**

- Design and execute plan over three-year period to meet and grow annual fundraising goals for all development activities including
  - Individual contributions from \$300,000 to \$500,000 annually
  - Special event sponsorship from \$65,000 to \$125,000 annually
  - Government and foundation grants from \$350,000 to \$500,000 annually
- Utilize a variety of strategies to secure contributions ranging from special events, to major donor cultivation, to direct mail and online giving campaigns.
- Develop and monitor annual development budget.
- Manage and ensure quality control of data in our CRM database.
- Maintain up-to-date understanding of best practices in development and philanthropy
- Analyze and monitor performance data and metrics to prioritize and improve communications and development content and strategies.
- Assist Executive Director on communications planning and strategy.
- Work with appropriate staff and contractors to execute development strategy and to evaluate and enhance the impact of all development activities.

### **Required Qualifications**

We seek no single set of qualifications or experiences, as we appreciate that there are many paths to this opportunity.

In order to excel in this position, you must have:

- Commitment to the mission of CHB
- Desire to work in a dynamic setting with minimal supervision
- Minimum 5 years progressive history in development and/or advancement
- Proven success raising minimum \$300,000 dollars annually
- Proven track record of securing gifts in excess of \$5,000
- Experience successfully managing and/or coordinating fundraising events, auctions or similar

- Ability to thrive in an independent work environment
- Strong interpersonal skills with an ability to communicate well to a diverse range of audiences
- Exceptional writing, analytical, and organizational skills
- Strong creative skills; ability to think outside the box
- Ability to learn quickly, take initiative and exercise sound judgement in making decisions and completing projects
- Ability to manage projects and meet deadlines; strong organizational skills and attention to detail
- Knowledge of Microsoft Office software

### **Preferred Qualifications**

- Experience engaging nonprofit boards of directors
- Experience managing subcontractors and vendors
- Experience successfully engaging and managing interns and volunteers
- Working knowledge of environmental issues that impact Commencement Bay and the surrounding water bodies
- History of writing successful grant requests
- Positive working relationships with local decision-makers, thought-leaders and elected officials

### **Reports to:**

Executive Director

### **Working Conditions**

Position is based in Tacoma and is office work i.e. sitting at a desk using a computer and/or phone for long periods of time, along with meetings and speaking events at a wide variety of venues. The position also requires some travel and a current driver's license. Accommodations can be made for this position for persons who might need them.

### **Salary/Benefits**

The Development Director is a full-time FLSA exempt position with a salary range of \$55,000-\$75,000 commensurate with experience. As a full-time employee, the Organizer is eligible for benefits described in the CHB Employee Handbook, including paid holidays, sick leave, and health and dental insurance.

### **To Apply:**

If you are sincerely interested in the position, please email a cover letter stating your suitability for this position and resumé demonstrating your qualifications to mmalott [at] healthybay.org or mail physical copies to the CHB office at 535 Dock Street, Suite 213, Tacoma, WA 98402. Please include the position title in the email subject.

Review of applicants will be conducted on a rolling basis. As the position is open until filled, it is highly recommended to **apply by April 3, 2020**. Please note: questions about the position via email or phone are unlikely to receive a timely response, if any.