



DIRECTOR OF DEVELOPMENT JOB OPPORTUNITY

Posting Date: August 3, 2023

Applications received by September 13, 2023 at 5pm Pacific time will be given full consideration, but candidates will be considered as they apply. **Early applications are strongly encouraged!**

Companis is seeking an exceptional, enthusiastic fundraiser with a passion for building relationships and a deep belief in the power of community and volunteerism. This is a unique period of growth for the Companis team and the nonprofit and volunteer partners we serve. The Director of Development is a new role for Companis, with a lot of opportunity to build on years of success and deep roots. This position is supported by a multi-year capacity investment from the MJ Murdock Charitable Trust.

We have a staff of 5 (2 FT, 3 PT), and the Director of Development is an important leadership role. The successful candidate will be an experienced nonprofit leader who is adept at creating and refining internal processes, as well as managing event-based fundraising activities. This person will know how to embrace big ideas and manage fine details at the same time. They will be a key partner to the Executive Director, helping to document and systematize institutional knowledge and create new strategies for fundraising with both new and existing donors.

Who We Are: About Companis

Our Mission: Companis makes our community healthier, safer, and more just by fostering skilled volunteer service.

We match volunteer professionals with nonprofits to bridge the gap in delivering vital services in King and Snohomish counties.

Our Vision: Every nonprofit has the person-power it needs to serve and succeed, and every person moved to serve their neighbors has the opportunity to do so in a way that facilitates personal and professional growth, relationships, a sense of purpose and community.

Our vision is a world where compassion meets action.

Our Values:

Compassion
Service
Inclusion
Relationships
Reflection



Our Commitment to DEI & Anti-Racism

We believe that racism affects the conditions of our work - with our community, with our agencies, with our volunteers, and within our organization.

Inherent in its creation, history, and present strategic plan, is the intention of Companis to support and promote diversity, work for equity, and to model inclusiveness – to counteract the effects of oppression. We are committed to fighting racism because we recognize the pervasive and deep disparities faced by people of color. We act on the knowledge that challenging interpersonal, institutional, and structural racism is essential if we are to make our community healthier, safer, and more just.

Please read our full [Statement on Diversity, Equity, and Inclusion](#) as well as our [Organizational “Why” Statement](#) to learn more about how our commitment to anti-racism guides our work.



The Opportunity

“Where compassion meets action.”

Companis’ programs are built on interpersonal connection. The Director of Development position is an opportunity to build on a solid base of dedicated supporters, while bringing your strategic fundraising skills and expertise to create campaigns that highlight our work in new and different ways. We await not only your experience, but we invite your creativity, too! You will have a role in shaping Companis’ future direction in partnership with our team.

Key Priorities & Primary Responsibilities Include:

Leadership & Collaboration

- Collaborates with and supports the ED and Board of Directors in setting strategy and monitoring outcomes of our efforts.
- Develops, executes, and evaluates fundraising goals and strategy to meet our growth goals.
- Nurtures a culture of philanthropy across the organization and encourages cross-functional collaboration.
- Works closely with team members to create compelling content and communications that highlight our mission impact in support of our campaigns.

Donor Stewardship & Strategy

- Supports donor cultivation, stewardship, and solicitation in partnership with the Executive Director, Board of Directors, including staffing the Advancement Committee.
- Creates and maintains relationships with corporate sponsors and foundation supporters.
- Represents Companis at community and partner events.

Planning & Implementation

- Leads the production of our annual Showcase event, coordinating speakers, videos, and other materials that make for a successful event.
- Support Companis fundraising goals through creation and distribution of fundraising campaign communications, both printed and online.
- Build upon our development infrastructure, from donor management systems to communication tools, in partnership with the Executive Director and other leadership.
- Assists with the development of the annual budget and fundraising goals.

In addition, the Development Director is part of the Companis team. Our team members:

- Assist program staff with various projects including surveys, uploading applications to the website, and designing development-related documents.
- Participate in building a culture of inclusion and anti-racism, including professional development opportunities and work groups.

Ideal Candidate

We are looking for someone who is **passionate about building relationships, and who believes we can make our communities healthier, safer, and more just by fostering skilled volunteer service.** As a values-driven organization, we also seek someone who shares the values that are central to our identity: Compassion, service, inclusion, relationships, and reflection.

You will find the Director of Development role to be an excellent opportunity if you are a leader with **at least 4 years experience in creating and implementing strategic organizational fundraising plans**, who understands the unique opportunities of stepping into a new role.

You might fit one of these profiles...

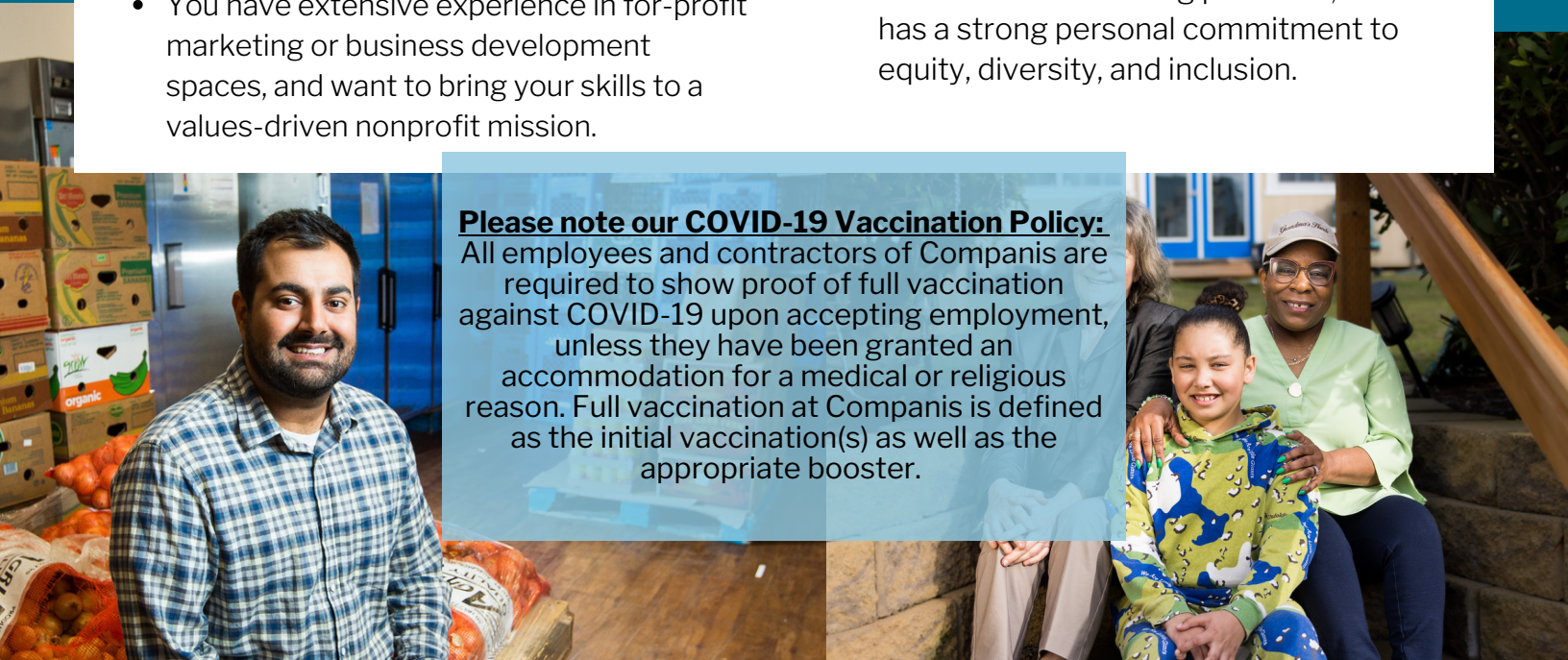
- You're an accomplished fundraising professional in individual fundraising, foundation relations, and donor engagement at an organization with a budget of \$1 million or more; OR
- You've been a nonprofit executive in the past, with at least 3 staff and a growing budget, and want to bring your philanthropy skills to an inspiring opportunity; OR
- You have extensive experience in for-profit marketing or business development spaces, and want to bring your skills to a values-driven nonprofit mission.

You are also:

- An exceptional relationship builder with high emotional intelligence who believes that a rising tide lifts all boats.
- A strategist who can see the big picture, and understands how to build and implement plans that get us to our goals, together.
- A highly skilled communicator who can foster trust and inspire people to take action.
- Equally comfortable making a phone call as you are sending an email, and prioritizes customizing your approach to each supporter based on what we know about their personal communication preferences.
- Someone who excels at and enjoys writing - because this role requires a lot of it!
- A systems aficionado who understands how to leverage CRMs and email platforms in support of their fundraising goals. (We use Little Green Light and Mailchimp currently.)
- Invested in integrating equity and anti-racism into fundraising practices, and has a strong personal commitment to equity, diversity, and inclusion.

Please note our COVID-19 Vaccination Policy:

All employees and contractors of Companis are required to show proof of full vaccination against COVID-19 upon accepting employment, unless they have been granted an accommodation for a medical or religious reason. Full vaccination at Companis is defined as the initial vaccination(s) as well as the appropriate booster.





Compensation & Benefits

The Director of Development is a full-time (40 hours/week) exempt position. This role requires some evenings/weekends, and some travel between King and Snohomish counties for special events and donor meetings. For this reason, reliable access to a vehicle is required and travel is reimbursed.

The salary for this position is \$100,000.

Companis offers benefits, a compelling mission, and dedicated, passionate coworkers.

Benefits include:

- 100% employer-paid health and dental benefits
- A 3% matching retirement plan after one year
- 15 paid holidays; 15 vacation days; paid sick leave

Our team is hybrid and works 3 days per week in the Seattle office in the First Hill neighborhood. There is some opportunity to work in our Everett office depending on location and preference.

How to Apply

Please email the following materials to careers@companis.org with the subject line “Director of Development”:

- Your resume
- Your favorite examples of past work
- Three references
- A brief response to these two questions:
 - a. What do you love about fundraising?
 - b. What makes you a great fit for leading fundraising efforts at Companis?

Through your past work examples, we are hoping to see both your writing skills, as well as your overall strategy/approach to a fundraising campaign. Examples could be:

- An outline of a fundraising campaign (mail, virtual, or multi-channel) you developed and executed, and any graphics/visuals/collateral you created to support it
- Direct emails to donors (redacted) from the past (2-4)
- Highlights of materials you created to support an event from start to finish (maybe that’s a save the date, a flier, email communications, all the way to “the ask” pitch for your event)

Applications received by Thursday, September 13, 2023 at 5pm Pacific time will be given full consideration, but candidates will be considered as they apply. If you have any questions or need accommodation to apply, please email careers@companis.org.

Early applications are strongly encouraged! All applications will be acknowledged via an email receipt. Phone interviews will take place in August and September, and face-to-face interviews will take place in late September. A final hiring decision is expected by October 5th.

Commitment to Equity

Companis is committed to advancing equity and increasing inclusion within our organization. We strongly encourage applications from people of color and other underrepresented identities (including but not limited to: gender identity, class, socioeconomic status, sexual orientation, age, and ability).

Companis is an Equal Opportunity Employer and does not discriminate on the basis of race, color, national origin, gender identity, sexual orientation, age, religion, marital status, military status, or any other characteristic protected by law. We actively promote mutual respect, acceptance, teamwork and community. We believe that diverse backgrounds and identities strengthen our work and create vibrant communities. We are working diligently in 2023 and beyond to actively center our work in racial equity and antiracism.

In accordance with the Americans with Disabilities Act, upon request, reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions of our positions.



The Process

We like to tell people a bit about the process so you know what to expect in terms of your time commitment.

Our rough timeline for this hiring process is as follows:

- Applications accepted: August 3 - September 13, 2023
- Phone screenings for selected candidates: Rolling, August 15 - September 18
- Staff panel interview (via Zoom): September 18 - 21
- Final panel interview (in person at the Seattle office): September 26 - 27
- Candidate selection and reference checks: October 2 - 4
- Final hiring decision: October 5, 2023

Interview questions will be provided to candidates in advance as they move forward in the process. This interview process will be supported by Flux AF Consulting.

We look forward to getting to know you!