



*Inspiring courage and leadership in girls*

## **Job Announcement: Development Director**

*The individual memories of each hour and minute of my Passages course are pretty well blurred by now, but the most important part was feeling whole. At my course's graduation, one of my instructors said that I am "very very brave." No one had ever called me brave before, and it really stuck with me. Passages has given me a place to find my bravery in all the aspects of my life.*

*-Hanna King, 15*

### **Organizational Overview:**

For many girls, the passage through adolescence is marked by a drop in self-confidence and a growing sense of personal inadequacy that many carry with them beyond the teenage years. Girl-specific programming creates opportunities for girls to develop positive connections, discover and nurture their authentic selves, and gain the skills to confidently articulate and pursue their individual goals and aspirations. One of the most powerful settings for supporting and building self-esteem and confidence in girls is the natural world.

Passages Northwest's mission is *to inspire courage and leadership in girls through the exploration of the arts and the natural environment*. Our year-round programs include wilderness adventures, after school rock climbing and mentoring programs, parent/ daughter courses, alumnae activities, and partnership programs with schools and organizations.

Passages Northwest serves girls from all over Seattle and the greater King County area, ages 10-17. Our programs address the needs of adolescent girls in innovative ways:

- **Experiential education.** We engage girls in authentic experiences that blend the arts with the outdoors and teach them about themselves, each other, and the world around them.
- **Diversity of Participants.** We are steadfastly committed to bringing together girls from a wide range of socioeconomic and cultural backgrounds to learn from and with each other.
- **Holistic Support for Girls.** We nurture an ongoing network of support by providing year-round programs for girls, parents, and schools or other supporting institutions.
- **Leadership from Girls.** We offer continuing opportunities for girls to develop leadership, such as our Girls Advisory Board and internships.
- **Community Change.** We envision a world where every girl is valued for who she is and given every opportunity to realize her dreams. We work with other schools and organizations to build a world that can better understand and support girls and women.

Since 1996, over 5,000 students have found in Passages Northwest a community that will support, uplift, and strengthen them. We have grown from a startup program into a thriving, established organization that is financially stable and well-respected in the community for our expertise in working with girls. Our current operating budget is \$600,000, our staff includes 8 part and full-time positions and 3 AmeriCorps positions, and our Board is made up of 14

committed and talented volunteers. We are now embarking on a phase of growth so that we may serve many more girls.

### **Position Summary:**

The Development Director will coordinate and implement all fundraising activities, with primary support from the Executive Director, Office Manager, Board of Directors, and contractors and volunteers in grantwriting and event coordination. Our ideal candidate is:

- ❖ A development professional with 3-5 years of successful fundraising experience in a leadership role, strong communication skills, a knack for implementing strategic plans while paying close attention to the details, and an entrepreneurial spirit.
- ❖ Passionate about inspiring courage in girls, and a gift for inspiring that passion in volunteers and supporters.
- ❖ Excited and confident to lead our efforts to grow revenue to the next level (\$750,000-\$1million) so that we may serve many more girls in the coming years.
- ❖ Committed to serving a diverse group of girls, working with a diverse team of colleagues, and contributing to Passages Northwest's cultural competency efforts.
- ❖ Interested in a community of colleagues and volunteers that are supportive, creative, funny, and will encourage you to be courageous in your work.

### **Primary Responsibilities (% of overall time devoted to this area):**

#### **1. Lead Passages Northwest's fund development efforts. (10%)**

- Implement long-range fundraising plan and create and implement annual plans, including income projections and fundraising and marketing expenses for budget
- Collaborate with Executive Director and supervise Office Manager and other staff, contractors and volunteers participating in fund development responsibilities
- Participate in staff leadership team, made up of Executive Director, Program Director(s), and Development Director, to address strategic issues facing organization
- Lead Board Fund Development Committee toward Board fundraising goals
- Support Board Recruitment Committee in identifying potential members who can support our fundraising efforts, and orient new members to fundraising responsibilities
- Provide training and mentoring for volunteers, staff and Board as needed

#### **2. Cultivate and steward individual donors. (35%)**

- Develop and coordinate annual giving campaign to general donor base
- Develop and implement year-round major donor stewardship, solicitation and recognition program (for donors whose total annual giving equals \$1,000 or more)
- Develop and implement strategies for new donor identification and cultivation
- Coordinate development and use of donor database

#### **3. Cultivate and steward foundation and corporate supporters. (25%)**

- Identify new foundation and corporate prospects
- Coordinate communication, including emails, calls, meetings, proposals, and reports

#### **4. Oversee coordination of annual special events. (25%)**

- Provide support and direction for our annual Courage Benefit
- Support the Girls Advisory Board in organizing our annual Climb-a-thon
- Develop new signature, mission-centered fundraising event
- Manage other fundraising events, such as house parties, etc. as needed

## 5. **Oversee marketing and communications. (5%)**

- Coordinate production of key marketing materials related to development, such as our website, annual report, newsletter, etc.

### **Qualifications and Experience:**

- ❖ **Commitment to our Mission:** Passion for developing courage and leadership in girls from all backgrounds
- ❖ **Fundraising:** Minimum of 3-5 years experience managing fund development programs for non-profit organizations with budgets of \$500,000+. Proven success implementing a strategic giving program for major donors. Proven success managing special events. Proven success cultivating relationships with and writing grants for foundations preferred. Experience coordinating small-scale direct mail campaigns preferred.
- ❖ **Leadership and Management:** Experience training and managing staff and volunteers, including Board members. Experience with or interest in working in a small nonprofit organization and being a part of a creative, fun, healthy and flexible work environment.
- ❖ **Communication Skills:** Ability to effectively and persuasively communicate our mission verbally through one-on-one interactions and public speaking opportunities. Excellent writing skills and experience preferred.
- ❖ **Organizational Skills:** Strong organizational and time management skills, including rigorous attention to detail. Ability to formulate and execute plans efficiently and effectively. Solid computer skills, including experience with database systems.

### **Compensation:**

The Development Director position will be full time. Starting salary is \$50,000+ depending on experience plus comprehensive medical/ dental/vision benefits, generous vacation and holiday package, and flexible work schedule and environment.

### **To apply:**

Please visit our website at [www.passagesnw.org](http://www.passagesnw.org) for more information about Passages Northwest. Email or mail cover letter, resume, and references to Lisa Foss at [lisaf@passagesnw.org](mailto:lisaf@passagesnw.org) or 139 23<sup>rd</sup> Avenue S., Seattle, WA 98144. Please explain how you are qualified for this position, why our mission resonates with you, and why the Development Director position at Passages Northwest is a good fit for you at this point in your career.

Position open until filled; however, **applications received by July 31<sup>st</sup> will receive priority consideration.** Passages Northwest is committed to the development of a diverse, multicultural staff and volunteer base. Women, minorities and people of color are strongly encouraged to apply.

*PNW strives to build a supportive and diverse community. We welcome and respect diversity of background, experience, identity, and opinion in our participants, staff, and volunteers. We embrace people of any race, color, national origin, ethnicity, socioeconomic class, family make up, religion, ability, gender identity or expression, and sexual orientation.*