



job description: director of advancement

organization information

Position Title: Director of Advancement

Location: Whatcom & Skagit Counties

Reports to: Executive Director

Hours: Full-Time, Exempt Position

Starting Salary Range: \$66,747 to \$74,398; wage dependent on relevant qualifications, education, and experience

Women, people of color, transgender individuals and members of other underrepresented populations are strongly encouraged to apply.

Mission: At Northwest Youth Services, we affirm youth experience and autonomy, as we work together to foster collective healing and justice, in order to dismantle the systems of oppression that perpetuate youth homelessness.

Core Values:

Community – We promote interdependence and recognize that everybody needs a community to thrive. We know that we are stronger together.

Justice & Liberation - We believe that it is critical to acknowledge, name, and actively work to dismantle the historic systems and societal structures that fuel crisis and poverty.

Humanity - We work with respect and compassion for each other and believe that everyone deserves to belong: to be safe, heard, and valued.

Accountability – We believe that no one is done learning; as a community we hold each other to a high standard, and work to educate, grow and heal together.

Vision: Guided by our core values and commitment to becoming an Anti-Racist organization, Northwest Youth Services envisions a community in which all young people are seen as catalysts in creating a just and liberated society that supports each of our unique journeys through life.

job mission

The Director of Advancement contributes to NWYS' success by maintaining and increasing funding from the community in support of the organization's mission and vision. This position is responsible for effective and timely responses to opportunities for foundation and public funding according to best practices related to community centric fundraising and outreach.

This position envisions, creates, and implements successful and collaborative strategies to meet specific annual revenue goals and contributes to the overall achievement of the organization's financial goals.



core competencies

To perform job successfully, the individual should demonstrate the following competencies:

Influence: Motivate, persuade, and excite others; adjust style to fit situation; have presence and confidence.

Strategic Thinking: Communicate strategy to team members; develop and maintain long-term plans and constantly measure progress toward them.

Written Communication: Write clearly and concisely; organize content effectively.

Industry Knowledge: Know the fundraising industry; use industry knowledge to advance the organization's mission; know the youth homelessness industry.

Problem Solving & Decision Making: Approach problems and decisions methodically; isolate causes from symptoms; commit to action; demonstrate sound judgment.

Drive/Energy: Exhibit stamina, endurance; passionate about their work; motivated to excel.

Relationship Building: Recognize importance of relationships; devote energy to cultivating relationships.

Organization and Planning: Plan and organize so that work is accomplished effectively; prioritize multiple competing tasks; maximize use of available time.

Open and Active Communication: Actively seek and share information; create an open and accessible environment that encourages flow of information.

Integrity: Must be honest and take responsibility for actions.

Sensitivity: Communicates empathy and respect of individuals; ability to be appreciative of diversity.

Change Agility: Able to embrace needed change; able to provide and implement feedback; effective in the face of ambiguity.

Creativity: Resourceful in finding ways to improve and advocate for change when necessary; fosters creativity in others.

key responsibilities

Leadership:

- Offer vision, creativity, and enthusiasm to employees and community members to generate positive thinking and best practices for young people;
- Maintain meaningful involvement with investors, advocates, and community partners;
- Participate in creating and maintaining a workplace that values diversity and is free of racism, sexism, heterosexism, ableism, and other discriminatory practices;
- Maintain and improve a collaborative and cohesive team of professionals committed to the mission delivery;
- Responsible for comprehensive fundraising, marketing, and communications program, including development of strategies to invite major gifts to fund organizational priorities through strategic planning and developing, implementing and evaluating the fundraising programs; develop and manage diverse revenue streams in order to expand agency awareness and outreach.
- Support the Executive Director in developing the strategic plan objectives and create annual goals for individual giving, including establishing a strategic and systematic focus on closing multi-year commitments from high net-worth individuals; and
- Lead the advancement team in an annual review and revision of the long-range strategic plan to advance stewardship of funders, donors and prospects.

Donor Relations:

- Identify, cultivate, solicit, and steward qualified prospects and donors;



- Routinely network with community groups and interact with build relationships with both high net worth investors as well and community connectors for the purpose of engaging financial support.
- Manage a portfolio of approximately 100 qualified relationships.
- Complete prospect and donor contact reports on a timely basis and ensure all donor and prospecting information is properly recorded in database;
- Plan and implement major donor-related cultivation events and activities;
- Participate in presentations to increase knowledge and understanding of agency services and the need for support from the community;
- Write proposals, follow-up letters, and introductory letters and prepare background information and materials for cultivation and solicitation activities; and
- Maintain a relationship with funder’s external grant/contract managers.
- Identify and track donor and grant attrition patterns, and develop a strategy to recapture their investments.

Communications:

- Increase the public’s awareness of NWYS;
- In partnership with Executive Director, oversee and participate in outreach and public relations efforts;
- Ensure the organization’s web assets, marketing efforts, and social media are up-to-date;
- Establish organization-wide procedures to support the clear use of the organization’s brand identity;
- Ensure the production of an annual report, quarterly newsletters and other necessary communication materials; and
- Ensure that the most effective marketing materials are use

Management:

- Supervise and mentor the Advancement team at Northwest Youth Services;
- Ensure timely and effective grant and contract submissions and tracking of department activity, including reporting on activity and results;
- Create and implement a balance of moves management and community centric fundraising for the advancement team;
- In partnership with the Executive Director, Develop an annual budget for the fundraising activities and meet or exceed the budgeted goals;
- Communicate verbally and in writing with staff, management, community leaders, donors and potential donors in both professional and social settings;
- Supervise volunteers and volunteer committees and support staff assigned to development activities;
- Support Board Members in understanding agency fundraising and their role in it; and
- Other duties as assigned.

The physical demands described here are representative of those that must be met by an employee to successfully perform essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, and depth perception. While performing these job duties, the employee is regularly required to listen to others and provide verbal feedback. The employee is required to frequently sit for extended periods of time, stand, walk, climb, or balance.



qualifications

Minimum Qualifications:

- Bachelor's Degree in Marketing, Communications, Non-Profit Management, Fundraising, or related field; five years of experience described below may be substituted for the bachelor's degree;
- Three years successful experience in non-profit fundraising, with a proven track record of cultivating, soliciting and stewarding donors resulting in gifts in the \$50,000 to \$100,000 range;
- Three years' supervision experience;
- Knowledge of development principles, fundraising strategies and ethics including familiarity with donor tracking systems;
- Demonstrated experience working with a non-profit Board of Directors;
- Demonstrated success securing major individual donor gifts;
- Demonstrated experience coordinating donor-centered fundraising and event planning;
- Demonstrated experience in effectively managing, coaching and supporting advancement staff and volunteer "face-to-face" solicitors;
- Experience managing capital campaigns;
- Experience planning major donor cultivation events preferred;
- Proficient with Microsoft Office software suite;
- Must be 21 years of age or older;
- Proof of Washington State Driver's License, driving record, and auto insurance;
- Requires full COVID vaccination (may consider accommodation for medical or religious reasons); and
- Must pass background checks.

Required within first 30 days of employment:

- CPR/First Aid/Bloodborne pathogens certifications required;
- A negative TB test; and
- Full understanding of the CPS reporting requirements.

Preferred Qualifications:

- Master's Degree in Marketing, Communications, Non-Profit Management, Fundraising, or related field;
- Previous training in de-escalation, Positive Youth Development, CSEC, Domestic Violence, Youth Mental Health First Aid, or other related trainings.

Northwest Youth Services is an Equal Opportunity employer. Employment is based upon individual qualifications without regard to race, color, sex, religion, national origin, citizenship, age, marital status, veteran status, disabilities, political ideology, sexual orientation, or any other legally protected status. Alumni of foster care and those who have experienced youth homelessness are encouraged to apply.

