

Job Description: Development Director

Position Status:	Exempt, Full Time; Occasional evening/weekends required
Reports to:	State Executive Director
Location:	Hybrid (Tacoma, WA)
Travel:	Occasional regional travel (WA State) required
Pay Range:	\$96,000 - \$144,000 per year. <i>This represents the full pay range for the position; most new hires can expect an offer between the minimum and the midpoint of the range, depending on experience.</i>

ABOUT COMMUNITIES IN SCHOOLS OF WASHINGTON

For over 30 years, Communities In Schools of Washington (CISWA), in partnership with the 12 local network affiliates across Washington state, has been striving for equity in educational opportunities. The state office is a small, high-energy office that has a history of strong operations and successful outcomes built upon community partnerships. Driven by our core values of collaboration, opportunity, access, and transformation and in adherence to the CIS National guidelines, the state office works to ensure that all affiliates and their Boards of Directors have the tools and capacity to provide and sustain strong student programs and services in their local communities as they work directly inside K-12 schools supporting students who have historically been furthest from educational justice.

JOB SUMMARY

The Development Director leads the CISWA State Office's resource development strategy, creating and executing comprehensive multi-year and annual fundraising plans to meet ambitious revenue goals. Reporting to the State Executive Director, this role manages the Development team, directly oversees fundraising for the State Office and two in-house affiliates, leverages board member engagement, and provides consultative leadership to strengthen fundraising capacity across Washington's CIS affiliate network. The ideal candidate brings 7+ years of relevant nonprofit resource development expertise (equivalent combination of education and experience), a strong work ethic and drive for excellence, and a commitment to equity, collaboration, and youth-centered practice in alignment with our organizational values.

KEY RESPONSIBILITIES

Strategic Fundraising & Resource Development

- Create and implement a comprehensive fund development plan that meets the agency's strategic and financial goals and aligns with legislative and advocacy efforts.
- Cultivate and grow corporate and foundation relationships, including event sponsorships and new avenues for support.
- Implement and optimize individual, major giving, and planned giving programs, including donor cultivation, stewardship, and friend-raising events.
- Plan and execute fundraising events; secure sponsorships and contracted support, and collaborate with board members, staff, and volunteers to meet revenue goals.
- Serve on and collaborate with the Board Resource Development Committee to lead board fundraising efforts; coach and mentor board members to leverage their talents and connections for resource development.
- Lead and manage the Development team.
- Directly manage and support fund development for CISWA's in-house affiliates; provide hands-on resource development services as part of the State Office team.
- Collaborate with the Marketing & Communications team to align donor messaging with the agency's communications plan, centering student voice and ethical storytelling practices.
- Pursue ongoing professional development and industry training to stay current on fundraising trends in the nonprofit and local community.

Capacity Building for Statewide Affiliate Network

- Advise and consult with independent Washington CIS affiliate executive directors, boards, and resource development professionals to strengthen fundraising skills and capacity within their local communities.
- Develop and lead collaborative fundraising strategies through an affiliate network Resource Development committee.
- Convene affiliate resource development staff and facilitate learning communities, share best practices, and support continuous professional development.

General Duties

- Foster a culture of teamwork and community-centric fundraising across the state office and affiliate network.
- Represent Washington in national CIS initiatives and partnerships.
- Maintain ethical and professional standards as a CISWA representative.
- Demonstrate leadership and partnership in alignment with the state office values and commitment to local empowerment.
- Perform other duties as assigned in a small team-oriented nonprofit office.

JOB QUALIFICATIONS

Experience & Education:

- 7+ years of nonprofit or community organization fundraising experience with increasing responsibility; an equivalent combination of education (nonprofit management, business, marketing, or communications) and experience will be considered.
- Proven track record of developing and implementing successful resource development plans with clearly defined fund strategies, including engaging board members in donor cultivation and gift solicitation.
- 3+ years of supervisory or managerial experience.
- Public speaking and presentations for small to mid-sized audiences.
- Experience with a federated organizational structure a plus.
- CFRE certification a plus.
- Experience with professional mentoring, peer learning facilitation, or leading professional development training a plus.

Demonstrated Skills:

- Exceptional relationship-building skills to secure donors and partners and foster teamwork.
- Strong leadership skills to motivate staff, network leaders, and board members.
- Highly collaborative and solution-focused, with strong organizational and prioritization skills across multiple projects.
- Excellent written, oral, and public speaking/presentation skills for small to mid-sized audiences.
- Proficiency with Microsoft Office Suite and client relationship management (CRM) database software, and virtual/telework collaboration tools (such as video conferencing and cloud file sharing)
- Comfortable engaging with a variety of personalities, positions and skill levels.

Other Requirements:

- Ability to work evenings and weekends as needed.
- Access to reliable transportation and ability to travel across Washington State to meet with donors and affiliate leaders.

BENEFITS

- Medical/Dental/Vision (100% of employee premiums paid by the company)
- 15 days paid vacation
- 20 paid holidays
- Sick time

- Employer-paid life insurance policy
- 403b Retirement account with employer contributions after 1 year
- Expense, Cell phone and Mileage reimbursement

TO APPLY

Please submit your application, including resume and cover letter, through our [Jobs Page](#). Applications received by Monday, August 17 will have priority consideration.

HIRING PRACTICES

At Communities in Schools of Washington, we are dedicated to building a diverse and inclusive workforce that reflects the communities we serve. Don't meet every single qualification? Studies have shown that women, Black, Indigenous and people of color (BIPOC) are less likely to apply to jobs unless they meet every single qualification. If you think you are a good fit for this role but your past experience doesn't align perfectly with every qualification in the job description, we encourage you to apply anyways. You may have lived experience or natural abilities (versus learned experience) that would be just the right fit for this or other roles.

Communities In Schools is committed to Diversity, Equity and Inclusion and promotes policies and practices which support and grow our capacity to reflect these values across all aspects of our agency. Communities In Schools of Washington is an equal opportunity employer. No applicant will be discriminated against because of age, disability, familial status, gender, gender expression, national origin, race, religion, sexual orientation, or veteran's status.