



Development Manager Position Description

Organizational and Position Summary

Rebuilding Together Seattle is the leading community revitalization partner focused on addressing substandard, unsafe, and unhealthy housing conditions. As part of the national Rebuilding Together network, our 145 affiliates repair 10,000 homes annually with the help of nearly 100,000 volunteers. We leverage resources and partnerships to offer home repair and modification services to low-income homeowners and nonprofit facilities at entirely no cost to them. Our coordinated approach between residents, volunteers, municipalities, nonprofits, businesses, foundations, and other partner organizations builds and sustains safe, healthy, and thriving communities. More than housing repair, we improve health outcomes, stabilize housing and homeownership, and reduce the need for new affordable housing. Our work preserves treasured memories and restores social networks, while celebrating community through the strengthening of our neighborhoods. Together we rebuild homes and transform lives.

Rebuilding Together Seattle (RTS) is seeking a kind, dedicated, and exceptionally organized Development Manager to join as an integral member of our small, but mighty team. Reporting to and working closely with the Executive Director, the Development Manager is an events-heavy position with significant opportunities to assume responsibilities across a wide range of fundraising, relationship building, marketing, communications, and management activities. Our Development Manager will bring a growth mindset in fostering our culture of cooperation and expressing the values we create together as a staff.

Primary Responsibilities

Fundraising and Cultivation Activities (50%)

- Assume a lead role in planning and executing all fundraising events, including our major fundraisers – our Beer & Wine Tasting in the fall and our Safe and Healthy Homes Breakfast in the spring
- Manage event logistical details, serving as the point of contact for vendors (i.e. catering, venue, printing, etc.), supporters and sponsors, volunteers, tables captains, and attendees
- Create event communications such as save the dates, invitations, e-blasts, programs, and other marketing materials with professionals as needed
- Organize auction procurement efforts including identifying and soliciting for donations, working closely with the procurement team, and preparing auction materials
- Work with speakers to develop event program and run of show
- Record, track, and help analyze event data and constituent information, including budget information, registration lists, and results
- Coordinate other seasonal or special events such as capitalizing on arising fundraising opportunities, driving cause marketing campaigns, and overseeing donor and volunteer appreciation/cultivation events

Individual Giving and Donor Stewardship (25%)

- Collaborate with the Executive Director on updating and monitoring the annual development calendar to ensure year-round engagement and stewardship of individual donors
- Monitor and ensure the appropriate follow up occurs with donors and supporters
- Process donations, generate and track tax-receipts and timely acknowledgement letters, maintaining accurate records
- Contribute to RTS e-news communications, drafting content for supporters and donors
- Arrange campaign logistics and produce collateral for individual solicitations such as our Home for the Holidays Annual Appeal, and other intermittent campaigns

Corporate and Foundation Relations, Including Program Support (15%)

- Conduct grant and sponsorship research, and assist in grant writing as needed
- Design and develop or update sponsor/funder collateral
- Fulfill sponsorship recognition and benefits, including communications such as social media and press releases, collateral like signage and t-shirts, website updates, etc.
- Complete matching gift forms and protocols
- Assist with program event logistics as requested, including activities such as photography, volunteer management, or communications activities
- Assist with homeowner interviews and communications related to sponsor and volunteer marketing and acknowledgement efforts

Operations, Infrastructure, and Other Roles (<10%)

- Manages data entry and development of our donor database (Little Green Light, currently), email distribution (Constant Contact), and website (SquareSpace)
- Direct projects and assignments for Development Intern(s)
- Schedule and attend Development Committee meetings, attend Board meetings as needed
- Assist homeowner applicants and other callers with information as needed
- Help ensure the smooth operation of the office and other shared duties as assigned

Essential Qualities and Qualifications

- Understanding of and belief in the organization's mission, vision, and values
- Mission and values driven with a strong commitment to and willingness to engage in and promote social justice, equity, and inclusion
- Demonstrated experience and comfort in fundraising, soliciting for donations, and/or planning major events (Bachelor's degree or higher and 2-3+ years of post-degree experience with nonprofit development strongly preferred, or combination of education and experience that clearly shows ability to perform functions of the position)
- Strong writing and editing skills (a must have to succeed in this role)
- Excellent interpersonal skills, including professional and clear verbal and written communication
- Enthusiastic self-starter operating with sustained energy and showing great initiative
- Good sense of accountability, strong dependability, and impeccable integrity
- Detail-oriented and proactive approach to managing time-sensitive and competing workloads
- A quintessential "team player," with a willingness to support colleagues outside of one's primary responsibilities

- Emotionally intelligent, emotionally mature, and self-aware, including the ability to both ask for/receive and offer assistance or leadership when and where needed
- Open to and appreciative of feedback, responsive to direction and coaching
- Positive disposition and, if not funny, at least good humored
- Comfort working with a diverse base of support and stakeholders, including homeowners, community leaders, volunteers, donors, other nonprofit organizations, agencies, and corporate partners
- Capable marketer with an astute eye for written and visual communication in particular (design or marketing experience, including ability to use design software a strong plus)
- Computer proficiency including Microsoft Office products, particularly Word, Excel, PowerPoint, and Outlook (experience with databases such as Salesforce, auction software, and other electronic tracking systems a plus)
- Highly ethical, particularly in working with confidential/sensitive information or vulnerable populations, and the ability to pass a background check screening for offenses such as those involving minors or seniors, violence, or theft
- Flexible schedule outside of typical working hours, with the ability and willingness to work occasional nights or weekends as necessary (schedule shifts and compensatory days likely in many cases)
- Ability to provide own car, insurance, and valid driver's license, or other means of travel throughout the greater Seattle area (mileage or bus fare reimbursed for external engagements)

Application Process and Other Details

Limitations and Disclaimer: The above job description describes the general nature and level of work to be performed; it is not meant to be an exhaustive list of all responsibilities, duties, and skills required for the position. This position is modifiable to a coordinator level position for candidates with less experience or qualifications, but who are highly competent and enthusiastic about our mission.

Timeline: Position will remain open until filled, though interested candidates should submit as soon as possible. We expect to have our final candidates identified by mid-August and starting by September, if not sooner. Applications will be reviewed and candidates considered on a rolling basis. A mutually agreed upon start date will be determined at the time of hire.

Employment Status: This is a full time, exempt position.

Compensation and Benefits: Salary range is \$40,000 - \$50,000, in accordance with demonstrated skills, relevant past success, and experience. RTS offers 10 paid holidays annually, a generous paid time off package, a healthcare stipend, and professional development funds as part of our compensation package. We believe in the intentional development of our shared office culture and support team building, continuing education, career advancement, a work-life balance, and other growth-mindset opportunities. Small, but mighty, you'll love our team, our larger network of volunteers and supporters, and enjoy the challenges and chances to affect change in your local community.

Confidential Application Process: Email your resume and cover letter summarizing your interest, qualifications, and experience to Caleb Marshall at cmarshall@rtseattle.org with Development Manager Position or Development Coordinator Position in the subject line. Please no phone inquiries; we will contact you should we want to move forward with a phone screening and/or interview.

Equal Opportunity Employer: Qualified applicants from all cultures, communities, and identities are encouraged to apply.