



## *abused Deaf women's advocacy services*

### **Development Director**

Full-time, Non-exempt position.

The Abused Deaf Women's Advocacy Services (ADWAS) is a non-profit agency that serves Deaf and DeafBlind survivors of domestic violence and sexual assault and provides prevention education to the general community.

To enable ADWAS to grow its impact, we are seeking a Development Director to provide motivational and strategic fundraising leadership to staff and volunteers, and to build inspired relationships with donors. Our new Development Director will join a deeply committed and spirited staff and Board that are dedicated to a thriving ADWAS future.

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily with or without accommodations. ADWAS will work with employees with disabilities in providing reasonable accommodations for completion of these duties as needed.

### **The ADWAS Development Director provides the following services:**

#### **Major Gifts and Individual Giving (30%)**

- Create and lead a major gifts program utilizing sound moves management strategies.
- Develop a donor recognition and stewardship program and lead systematic implementation year-round.
- Manage a portfolio of individual and corporate donors.
- Perform work on weekends and evenings as needed for donor cultivation and special events.
- Other duties as assigned.

#### **Strategic and Inspirational Fundraising Leadership (20%)**

- Manage implementation of a measurable annual development plan to retain and attract a broad base of support from major gifts, annual fund, corporations, grants, workplace, and planned giving.
- Support the Executive Director's leadership and involvement in fundraising, particularly major gifts.
- Monitor and evaluate progress toward fundraising goals and metrics, prepare reports for the Board and lead changes to the plan when necessary.
- Work with the part-time Development Assistant and potential Development interns.
- Write compelling, donor-centered marketing materials (annual gratitude reports, newsletters, etc.).
- Serve as staff liaison to the Board Fundraising Committee

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- Collaborate with administrative staff to streamline fundraising processes and optimize use of the donor database.
- In partnership with the Executive Director and Board Chair, inspire a culture of philanthropy.

### **Events (30%)**

- Guide event design and strategy.
- Search out and obtain sponsorships to cover event costs
- Responsible for planning, organizing, and directing all of ADWAS' fundraising events.
- Lead the planning of cultivation and stewardship events. Such as - Breakfast fundraiser, Gala & Auction, Give Big, Giving Tuesday, Annual Appeal.
- Creating new events to generate revenue and encourage the community to get engaged and partner with ADWAS

### **Communications (10%)**

- Lead all donor-facing marketing and communications efforts.
- Speak publicly on behalf of the organization to groups and donors.

### **Grants (5%)**

- Along with the Executive Director, proactively build relationships with potential foundations and other grant makers.
- Write grant proposals as needed, comply with reporting requirements.

### **Organizational Leadership (5%)**

- Support budget development (especially development revenue goals) and financial management.
- Engage in ADWAS' strategic planning and plan implementation.
- Serve on ADWAS' Leadership Team

### **Workplace Expectations:**

- Commits to practice organization's Mission Statement & Core Values; understands the anti-violence movement; educates self and others on cultural responsiveness.
- Take DV/SA trainings
- Engage in relationship building with staff and stay involved with social justice work
- Attend fundraising or donor events at least once a year including training and conferences.

### **Required Qualifications:**

- A minimum of 4-6 years of progressively responsible fundraising experience with a proven track record of success, including making major gift solicitations of \$10K+.
- Ability to communicate using American Sign Language, or willing/eager to learn.
- A hands-on implementer with the ability to prioritize effectively; flexibility; ability to handle multiple projects at once.
- The confidence, warmth and professionalism required to work effectively with board members, donors, prospects, sponsors, and other funders.
- Experience leveraging and analyzing donor data to raise funds more effectively.

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- Familiarity with donor databases (Sales Force) and electronic communications platforms (Microsoft Outlook).
- Experience with event planning.
- Excellent verbal and written communication skills; ability to inspire a range of supporters.
- Have reliable transportation and/or ability to efficiently travel locally to meet with donors, event sites, and to transport presentation and event materials.
- Prior experience building donor relationships

**Desired Qualifications:**

- A bachelor's degree, or equivalent work experience.
- Knowledge of Seattle's philanthropic community.
- Two years involvement in the Deaf or DeafBlind communities (paid or volunteer).
- Previous experience with domestic violence and/or sexual assault organizations.
- Willingness to travel nationally 1 -4x per year as the donor base grows.

**Responsible to:** Executive Director

**Essential Functions:**

- Must be able to remain in a stationary position frequently
- Must be often able to use written English to produce and edit a large variety of documents
- Must be able to often move inside the office and in the community
- Must be able to constantly operate a computer and other office items such as stapler, copy machine, printer, smart phone etc.
- Must be able to frequently communicate with supervisor, co-workers, community members, survivors, and others, must be able to exchange accurate information on these situations.
- Must be able to frequently problem solve, organize, prioritize, follow through.
- Must be able to frequently change tasks
- Must be able to rarely work outdoors in cold or high temperatures.
- Must be able to rarely move and transport up to 20 pounds.
- Must be able to often work independently without direct supervision.
- Must be able to never supervise staff.
- Must be able to often interpret data and make decisions.

To apply:

Please send/email the ADWAS application, cover letter, and resume to Emily Buhman – [officemgr@adwas.org](mailto:officemgr@adwas.org) – or by using the address on this letterhead. Applications will not be considered until all these items have been received. Three letters of reference will be requested as part of the background check process per contractual requirements. If you require alternative methods of application or screening, please email [officemgr@adwas.org](mailto:officemgr@adwas.org).

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*Pay: starts at \$60,000, DOE  
Medical, dental, vision, and retirement package are offered.*

*Position open until filled*

*ADWAS is an Equal Opportunity Employer. Survivors of interpersonal violence, Black, Indigenous and people of color, and LGBTQIA+-identified persons are encouraged to apply.*

ADWAS will not discriminate against any employee or applicant because of race, color, gender, age, sex, ethnicity, income, military status, religion, national origin, pregnancy, marital status, sexual orientation, gender identity, gender expression, political ideology, ancestry, status as a domestic violence or sexual assault survivor, or the presence of any sensory, mental or physical disability. Such action shall include but not be limited to the following: employment, upgrading, demotion, transfer, recruitment, advertising, layoff, termination, rates of pay or other forms of compensation, selection for training, etc., and this policy of nondiscrimination shall be posted in conspicuous places, available to all applicants.

Nothing in this job description restricts management's right to assign or reassign duties and responsibilities to this job at any time. ADWAS believes that each employee makes a significant contribution to our success. That contribution should not be limited by the assigned responsibilities. This position description is designed to outline primary duties, qualifications, and job scope, but not limit our employees nor the organization to just the work identified. It is our expectation that each employee will offer his/her services wherever and whenever necessary to ensure the success of the company.