



**The Greater Seattle Bureau of Fearless Ideas  
Job Description – Director of Development**

The Director of Development plays a critical role in sharing the impact of our organization and securing support from a variety of sources. This role is responsible for leading development strategies, budget management, and fostering our organization’s culture of philanthropy.

The ideal candidate is a people-person and an organized number cruncher who believes that creative writing and storytelling can empower young people to be the authors of their own futures. Essential to this role is an enthusiastic belief in the power of relationships and an understanding of the needs of students and families who are furthest from educational justice.

This role supports our Program Managers and reports to the Executive Director.

**People of color, LGBTQ+ community members, and first generation scholars are strongly encouraged to apply.**

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**To apply:**

Please send a cover letter, resume, and contact information for two professional references to [info@fearlessideas.org](mailto:info@fearlessideas.org) with “Director of Development application” in the subject line. Applications will be reviewed on a rolling basis until filled.

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**What is The Greater Seattle Bureau of Fearless Ideas?**

- The Greater Seattle Bureau of Fearless Ideas believes in the power of words to open doors to important opportunities.
- Our programs prepare young people, ages 6 to 18, for a successful future by developing strong writing skills, championing diverse communication styles, and motivating young people to share their stories.
- We believe that proficiency in writing helps children become more engaged in school and ultimately grow into kind, creative, and fearless adults.

- Our programs are designed to improve writing, increase creativity, and build empathy. Integral to our process is the participation of dozens of trained, caring adult volunteers, and a sense of wonder and fun.

### **Our Community of Students**

We serve linguistically and racially diverse communities of students in the Seattle area from our Greenwood and Yesler Terrace locations and also through in-school partnerships. Over 70 percent of the students we serve in our after-school programs speak a home language other than English. For our in-school and field trip programs, we prioritize Title 1 schools.

### **Commitment to Equity**

We are an anti-racist, LGBTQ-inclusive, and community-centered organization committed to providing a diverse, welcoming, and equitable learning and work environment for all of our students, staff, and community members.

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### **Compensation and benefits:**

Salaried, full-time, exempt.

The salary range for this position is \$73,000 – \$78,000

Benefits include:

- Health insurance plan of which The Bureau of Fearless Ideas covers 75% of the cost
- 2% contribution by The Bureau of Fearless Ideas to a retirement fund
- Very generous time off
- Most Fridays free of meetings or teaching responsibilities

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### **Director of Development Responsibilities:**

- Develops year-round development strategy that includes fundraising campaigns, events, grant writing and management, donor cultivation and stewardship.
- Understands the organization's budget and financial position and ensures revenue goals are met.
- Provides leadership and support for the Board of Directors and Fundraising Committee.
- Identifies and cultivates prospective new donors.
- Cultivate and stewards relationships with existing and past donors.
- Develops organizational communication strategy including email, social media, and print materials.
- Works directly with the Executive Director to successfully present the organization and impacts to the community through communication and fundraising materials and events.
- Manages donor databases and ensures timely and personalized communication with donors.
- Creates and implements donor retention strategies.
- Engages our full team in our organizational culture of philanthropy.

- Manages and plans creative and impactful fundraising initiatives.
- Partners with the Executive Director on organizational leadership and operations.
- Provides leadership for the Greenwood Pencil Box retail store partnership with Sanctuary Art Center ([greenwoodpencilbox.com](http://greenwoodpencilbox.com))
- Works with Community Outreach Coordinator to support volunteer recruitment and satisfaction within the organization.

### **Qualifications:**

- Education, training, and experience, which provide the knowledge, abilities, and skills necessary to perform effectively in the position. Bachelor's degree in education, arts, youth development or related field or equivalent experience.
  - Three or more years of experience in fundraising with a proven track record in grant writing, event leadership, and donor stewardship.
  - Experience and knowledge with programs for youth, either formal or informal education settings preferred.
  - Demonstrated ability to build relationships with individuals, businesses and community organizations.
  - Demonstrated staff leadership experience and organizational leadership.
  - Experience supporting Board of Directors or Board Committees preferred.
  - Understanding systemic roots of poverty and its impact on youth and families.
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### **Working conditions:**

This position is based at our Greenwood site and will involve regular engagement with our Yesler Terrace site, and occasional events in community spaces.

Hybrid possible, remote and on-site.

Vehicle or access to public transit necessary.

Evenings and occasional weekends, including special events such as our annual spring gala.

We aim to keep most Fridays free of meetings or teaching for all staff.

All Fearless Ideas staff must be vaccinated against Covid-19 and practice all safety protocols outlined in our Covid-19 safety policy.

All Fearless Ideas staff must uphold all child safety policies.

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### **Responsibilities for all Fearless Ideas staff:**

- Demonstrates commitment to curiosity, social emotional learning, and a growth mindset.
- Demonstrates commitment to equity and anti-racism.

- Demonstrates understanding of the voice of the organization, and champions the love of words and writing.
- Effectively and professionally represents the organization, our programs, and impacts throughout the community.
- Seeks opportunities to build relationships and creates a sense of community with students, staff, volunteers, families, and community partners.
- Participates and engages in a culture of philanthropy, including support for events, identifying funding opportunities, and stewarding potential donors/stakeholders as well as understanding our mission, vision and values.
- Provides leadership and support to volunteers and interns within the organization.
- Ensures that safety procedures, including child safety rules and Covid-19 precautions are followed and that all programs and activities are in compliance with Fearless Ideas standards, all regulations and other applicable standards including up-to-date CPR certification. (If your CPR certification needs updating, BFI will cover this cost.)