



Position: Fund Development Officer

Founded in July 2011 in Bellevue, Washington, Eastside Pathways envisions a community where every child is happy, healthy and successful. We are a Community **Partnership** of 68 organizations which is staffed, guided and supported by a **Backbone** organization. The Fund Development Officer position is part of the Backbone organization.

The **mission** of the Backbone is to bring public, private and non-profit organizations out of isolation by **mobilizing the community** to work together to support all children, step by step, cradle to career. The **mission** of the Partnership is to **shape systems** which support all children, step by step, cradle to career (birth to age 26).

We are one of 70 communities located across the country in the [StriveTogether](#) network, and our work is based on the [collective impact](#) framework to guide **how** we work together to: 1) establish common goals, 2) utilize data, 3) ensure mutually reinforcing activities, and 4) communicate outcomes of the Partnership work. The five common goals of the Partnership are: 1) every child ready to learn, 2) every child thrives in and out of school, 3) every youth graduates from high school, 4) every young adult attains a postsecondary education or training, and 5) every child attains optimal mental and physical health.

Visit eastsidepathways.org for more information.

POSITION DESCRIPTION

The Fund Development Officer (**FDO**) reports to the Executive Director (**ED**) and works closely with the paid and volunteer staff, board members, and staff at our partner organizations. The primary role of the FDO is to project lead the building of the development strategic and implementation plan, as well as lead the execution of the plan and tactical elements to achieve stated fundraising deliverables.

As a one-person development “shop,” Eastside Pathway’s Fund Development Officer is responsible for planning and ensuring implementation of *all* aspects of fund development to secure the organization’s annual funding requirements (roughly \$550,000 in the coming fiscal year budget).

Time Commitment: Part-time (~30 hrs/week). Open to a contract position.

RESPONSIBILITIES

The strategic areas of focus include:

Foundations and Corporations: Work with the ED, the Fund Development committee, the board, and the Business Engagement Group to steward current relationships and make connections to new foundations and corporate supporters. Maintain ongoing connection, make and attend appointments with existing and new donors, for and with Executive Director to promote long-term collaborative relationships. Complete ongoing research for potential new foundation and corporate donors. Write letters of inquiry and grant applications. Work with program staff to ensure we are in compliance with reporting for grants received.

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Individual Donors: Initiate contact with existing donors to learn what will inspire their ongoing, and possibly increased, financial support. Develop a Stewardship Program that uses the board, Business Engagement Group, and staff to identify and steward individual donors. Manage *Seattle Foundation GiveBig* effort, working with our communications manager to make the best use of social media.

Administrative: Ensure that donor information is entered into Salesforce and kept up to date. Work with communications staff to ensure that pledge reminders and acknowledgment letters are sent in a timely manner. Use Salesforce to support board members, staff, and others as stewards.

General: EP staff/board and other meetings.

Eastside Pathways has a very small paid staff and uses a lot of volunteers in staff positions. As such, we all play multiple roles and roll up our sleeves to get things done when necessary. We are looking for someone who will thrive in this sort of environment.

This person should be able to implement proactively, think creatively, problem solve, and share ideas for continuous improvement. S/he should be able to work independently as well as collaboratively with staff and partners in a constantly changing environment. The Collective Impact approach requires flexibility and being comfortable with ambiguity. The Eastside is a very diverse community. Staff and volunteers must be adept at working in a multicultural environment and committed to further developing their racial equity awareness and skills.

Key Relationships

Position reports to Eastside Pathways Executive Director and works very closely with the Board's fund development committee and its chair. All paid and volunteer staff members are essential collaborators. Additionally, with 60+ partner organizations in the Eastside Pathways partnership, there may be opportunities to explore and collaborate with partner organizations on potential funding.

The most successful candidates will also possess the following:

Experience

- Minimum 2-3 years development experience that includes personally soliciting gifts.
- Proven experience and track record of successful grant writing, requests, and cultivation.
- Leading projects or sales cycles of increasing scope and complexity that effectively utilize strategy and strong decision-making to successfully close deals.
- Familiar with the K-12 education sector.
- A minimum of a bachelor's degree in any discipline.

Skills

- Exceptional verbal communication skills, writing/editing including persuasive writing and extemporaneous speaking abilities.
- Strong critical thinking and problem-solving skills.
- Strong Excel skills, or experience with other analytic tools or software.
- Proficiency with donor base/customer management systems.

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Personal Qualities

- Willingness and ability to initiate telephone and email contacts with not-previously-personally-known Eastside Pathways supporters and potential supporters.
- Attention to detail and timely follow through.
- Sufficient confidence and professional judgment to work independently after orientation accomplished.
- A worldview that embraces diversity and the collective impact framework.
- Highly collaborative style.
- A warm personal style that encourages collaboration, inspires confidence and trust, and facilitates productive interactions with a wide range of people.
- Relationship builder with flexibility.
- High energy, maturity, and leadership.
- Self-starter who is able to work independently.
- A strong track record as an implementer who thrives on ambiguity.
- Strong interpersonal skills with an aptitude for managing key relationships and setting expectations with tact and diplomacy.
- Systems thinker who enjoys creating and implementing new initiatives.

ADDITIONAL INFORMATION

While the office space is at St Lutheran Church Campus, meetings are around Bellevue and the Eastside in various locations. Applicant must be able to provide his/her own transportation.

Eastside Pathways is an Equal Opportunity Employer that does not discriminate against individuals on the basis of race, religious creed, color, national origin, ancestry, sex, sexual preference, age, marital status, veteran status, mental or physical disability, or any other legally protected class in its employment policies or other programs and activities.

COMPENSATION

Annual salary range \$40k - \$55k (DOE)

HOW TO APPLY

Please apply by submitting your cover letter and resume in a *single MS Word document* to jobs@eastsidepathways.org. In your submission, please describe your particular interest in and qualifications for the Fund Development Officer position. This position will remain open until filled.

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