



FEEST JOB OPPORTUNITY: Development Director

Priority Deadline: Open until filled, but applications received before **Feb 23rd 2020** will be prioritized.

Ideal start date: Early April 2020

Please submit cover letter, resume and three references to:

Email: jobs@feestseattle.org

Subject: Development Director (FULL NAME)

No phone calls please.

FEEST is an Equal Opportunity Employer. People of color, queer, gay, lesbian and/or bisexual people, transgender, genderqueer and/or non-binary folks are encouraged to apply. Work is performed in an office environment. Some heavy lifting and physical labor is required during special events. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of this job.

Our mission:

FEEST's mission is to set the table for young people to transform the health and equity of their communities by gathering around food and working toward systemic change.

FEEST (Food Empowerment Education & Sustainability Team) is an organization led by youth of color in South Seattle and South King County working to improve health in their schools. Focusing on the need for more healthy, affordable, and culturally relevant food at school, FEEST centers young people as leaders toward concrete changes in our food systems. We celebrate food and culture at community dinners and build power to win policy changes that increase food access for all students.

What we're looking for:

FEEST is searching for a skilled, driven and creative Development Director to join the FEEST team and take the lead of FEEST's grassroots fundraising program and grants management (we have a contract grant writer). This person should have experience working in the non-profit development field and be passionate about equity, youth leadership, and food.

FEEST is funded through contributed support from individuals, government contracts and private foundations secured through individual donor cultivation and stewardship, grant writing and events. The

Development Director will play a critical role in coordinating and expanding the fundraising program within our board, staff and youth, enabling FEEST to further our mission.

Required Qualifications:

- Unapologetically rooted in social justice, equity and committed to apply racial, gender and economic justice lenses in both personal and workplace context.
- Commitment to youth leadership and building youth leadership in our schools.
- Two years non-profit fundraising experience or equivalent.
- Demonstrated skills making fundraising asks, coordinating fundraising campaigns, planning fundraising events, and writing grants.
- Lived experience or demonstrated professional skills working with racially and economically diverse individuals and communities, including working class, immigrant/refugees, communities of color, and LGBTQ+ populations.
- Curiosity and enjoyment of people from all walks of life. Able to actively listen to donors' priorities, appreciate their interests, and form authentic connections.

Desired Qualifications:

- Experience working with youth-led groups or organizations and/or taking leadership from youth.
- Knowledge and/or experience with grassroots or political organizing.
- Experience successfully supervising staff and/or volunteers.
- Experience in nonprofit leadership either as a Development Director, or in another role that oversaw the general health and progress of an organization.
- Familiarity of the Seattle philanthropic community.

Primary Job Responsibilities

Grassroots Fundraising

- **ANNUAL PLAN:** Work in close collaboration with the Executive Director, develop and implement an annual grassroots fundraising plan with the goal of increasing the percentage of individual donors.
- **LEAD INDIVIDUAL AND MAJOR GIVING:** Act as the lead strategist and solicitor of donations from individuals through a variety of campaigns and strategies, including, but not limited to, personal solicitation, online giving, phone banking, direct mail, workplace giving and other fundraising approaches. Work with Executive Director and Board of Directors to identify, cultivate, steward, thank and solicit new and existing individual donors.
- **TRAINING AND LEADERSHIP DEVELOPMENT:** Engage and/or train youth, staff and Board of Directors in their fundraising. Regularly track and provide progress reports on fundraising efforts to staff and board.
- **EVENTS:** Be the creative and logistical driver of FEEST's fundraising and donor cultivation events; including but not limited to individual donor drives, online giving campaigns, small fundraising events, and annual gala.

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Institutional Funders

- RELATIONSHIPS: Coordinate with Executive Director to cultivate all institutional funder relationships.
- MANAGEMENT: Project manage contract grant writer and Executive Director on grant submission timelines.
- WRITING: Support writing on grant narratives as needed and lead on all grant reporting.
- FINANCES: Track all grant expenditures and invoicing, and coordinate with Executive Director and accountants to submit financial reports.

Leadership and Administration

- COMPLIANCE: Collaborate with Directors to create and manage Development Budget and ensure that development gift processing policies, record keeping, and communications with finance department follow industry best practices.
- DATA MANAGEMENT: Oversee all donor related data entry and management.
- REPORTING: Produce and present fundraising reports for youth, staff and Board of Directors.
- CULTURE: Collaborate with Director team to support a healthy, vibrant work culture at FEEST.
- OPERATIONS: Additional administration support for ED and Board of Directors as assigned.

Additional Information

Applications will be accepted on a rolling basis and the position is open until filled, but applications received on or before **Feb 23, 2020** will be prioritized.

- Salary range: \$57-65k annually, 40 hours per week
- We provide full medical, dental and vision benefits, generous paid time off, and access to professional development each year.
- Access to a vehicle is **highly recommended**. Our program sites are far-reaching across White Center, South Seattle, Rainier Beach and Sea-Tac and our office is not very accessible by transit.