

SEATTLE JOBS INITIATIVE

RESOURCE DEVELOPMENT MANAGER POSITION

Seattle Jobs Initiative is a non-profit organization that creates opportunities for people to support themselves and their families through living wage careers. All of our work is designed to eliminate barriers to good paying, long-term work. We creatively align support services including housing, childcare, transportation and counseling with job skills training and job placement assistance.

Seattle Jobs Initiative is seeking a dynamic fundraiser to join our team in 2012 to help take our revenue development efforts to the next level. The ideal candidate will be able to focus on securing new public and private grants through direct solicitation and collaborative opportunities, as well as on building a portfolio of major individual donor prospects. This individual will work collaboratively with the Director of Policy and Development to develop and implement a long-term strategy to maintain current sources of funding while securing diverse new revenues from multiple funders interested in helping low-income/low-skill adults advance out of poverty by obtaining new skills and higher-wage careers.

Job Responsibilities:

- Work with SJI staff and Board to actively identify and pursue partnership opportunities—such as with community colleges, other workforce agencies/nonprofits, community initiatives, municipalities, or other—that can attract new funding to SJI (via grants, contracts or earned revenues, etc.).
- Identify and apply for—either directly or as part of a collaborative effort—national and local foundation grants.
- Write and submit grants (to both public and private funders) and be responsible for meeting reporting requirements of all current funders.
- Support the efforts of SJI Board and leadership to increase SJI's network of prospective major individual donors.
- Support the communications, marketing and public relations efforts of SJI as needed with an overall objective to increase the profile of SJI and its objectives in the community.
- Plan and execute fundraising events as part of SJI's fundraising/communications team.
- Other related duties as assigned.

Qualifications:

- Excellent oral and written communication skills, including public speaking to a wide variety of audiences.
- Must be able to meet deadlines and be prompt to all events and meetings.
- Must be able to facilitate meetings.
- Advanced skills in MS Word, Excel and PowerPoint.
- Possess strong networking and relationship/partnership-building skills.
- Ability to work independently with limited supervision.

Education/Experience:

- Bachelor's degree and a minimum of 5 years experience as a fundraiser in the non-for-profit arena, preferably in the Seattle/King County area, or equivalent combination of experience and education.
- Proven success identifying and applying for philanthropic grants.
- Experience identifying and applying for government grants desired.
- Experience supporting major individual giving strategies strongly desired.
- Experience planning/executing fundraising events a plus.
- Business development experience a plus.

Salary/Benefits:

The salary range for this position is \$55,000 to \$65,000 DOE. We offer a generous PTO package; paid holidays; medical, dental, vision, life, short-term and long-term disability insurance, and a 401(k) plan with an organization match.

To Apply:

Please submit a detailed cover letter listing your qualifications and interest in SJI and in the position, along with your resume and a sample of a recent (successful) grant proposal you have written. Please email your resume by January 31, 2012.

Seattle Jobs Initiative is an equal opportunity employer.