



POSITION ANNOUNCEMENT

August 15, 2018

DIRECTOR OF DEVELOPMENT

Sound Discipline is a 501(c)(3) non-profit that empowers educators, parents and caregivers to create respectful, equitable communities in which all children thrive. We provide specific, practical, non-punitive tools that enhance responsible, respectful connections between educators and students, parents and children, and organizations and communities. We disrupt the traditions, practices and systems that perpetuate longstanding inequities in our educational systems and communities by using current brain science research and trauma-informed practices. In the 2018-2019 school year, Sound Discipline will be working in more than 40 schools and reaching thousands of teachers, parents and community leaders. Our vision is an equitable, hopeful, diverse community in which every child feels included and valued, and people treat each other with dignity and respect. To learn more, visit www.sounddiscipline.org.

- Reports To: Executive Director
- Position Status: Exempt, 1.0 FTE (40 hours per week)
- Salary range: \$75K - \$85K DOE/DOQ
- Benefits include: Health insurance, SIMPLE IRA plan with company match, paid time off
- Target start date: Fall 2018

Sound Discipline is seeking a seasoned, relationship-oriented fundraising professional to lead the work of donor development. The ideal candidate will have experience in building out a major gifts program, supporting a board of directors in cultivating their networks, soliciting gifts over \$5,000, and comfort with operating as a single-person department with light administrative support. Sound Discipline has historically been supported primarily by foundation grants and earned revenue; we are looking for a Director of Development who can lead the diversification of our fundraising revenue through investing in individual donor strategies. The Director of Development will craft all fundraising communications; we are looking for someone with the skills to articulate the mechanism and impact of a multi-layered, systems change-oriented mission to all types of organizational audiences.

ESSENTIAL DUTIES

Fundraising Strategy & Execution

- In collaboration with the Executive Director and the Board of Directors, develop and implement long-term and annual fundraising strategies, goals, plans and tactics
- Create opportunities to build relationships with community stakeholders to advance the programmatic and fundraising goals of the organization, with a particular focus on engaging high net worth potential prospects.
- Create and implement a systematic donor engagement program, from points-of-entry to cultivation, solicitation and stewardship activities.

- Find and leverage opportunities within program work to show donors the heart of Sound Discipline’s mission, with a particular focus on maximizing the potential of demonstration school tours.
- Develop and apply a “moves management” portfolio-based individual cultivation plan approach to top donors and prospects
- Spend significant time developing, executing, and supporting the Executive Director and board members in executing customized strategies for individual donors.
- Identify, research and qualify prospective mid-level to major donors from current givers, board networks, program audiences and education reform enthusiasts.
- Regularly utilize and ensure the accuracy, consistency, confidentiality and strategic potency of donor information systems and infrastructure. Work with the IT manager to proactively customize systems as necessitated by new strategies and activities.
- Oversee the development-related portions of the Administrative Assistant’s responsibilities, including timely gift entry, information transfer between external and internal systems, and donor acknowledgment.
- In collaboration with Executive Director and other staff, conceive, plan and execute boutique fundraising and donor cultivation events like house parties and topical salons.
- In collaboration with a contract grant writer and program staff, manage relationships with institutional funders, and oversee the identification, development, submission, and reporting for foundation and corporate grant proposals.

Leadership & Board Development

- Inform the work of the Executive Director and board of directors in setting relevant revenue and growth targets.
- Guide the budget process for the development portion of the annual operating budget.
- Collaborate effectively with program leadership and staff to develop relevant, mission-centric opportunities for donor cultivation and stewardship.
- Contribute to board development processes and decisions from a development and community engagement lens.
- Collaborate with the Executive Director to engage the board of directors and foster an understanding of fundraising within the organization.
- Develop concrete expectations and relevant opportunities for board participation in donor cultivation, solicitation and stewardship and time/talent (non-treasure) activities that amplify board fundraising potential.
- Provide and oversee the framework for board fundraising training.
- Support and coach staff and board regarding their roles and activities in the fundraising process.

Development Communications

- In collaboration with the Executive Director and Program Manager, develop and implement a multi-channel communications strategy for donor audiences
- Collaborate with Program Manager to integrate fundraising and communications plans for maximum impact
- Collaborate frequently with the Executive Director and program staff to find relevant content and stories for donor communications vehicles

Other

- Other duties as assigned.
- Will require occasional availability for meetings and/or events on nights and/or weekends.

REQUIRED QUALIFICATIONS

- Bachelor's degree or equivalent experience
- 5+ years' progressively responsible experience in fundraising; leadership experience in developing and implementing fundraising strategy preferred
- Passion for education and disrupting inequities
- Demonstrated track record of raising significant revenue and meeting revenue generation goals
- Demonstrated fundraising and donor relationship building skills and techniques
- Experience in working with boards of directors on fundraising and prospect identification
- Demonstrated experience in communications and PR preferred
- Excellent oral, written and public speaking communication skills, including the ability to communicate the vision, goals and impact of Sound Discipline to diverse audiences
- Must be able to travel to multiple locations around Seattle area as needed
- Must be comfortable in an open floor plan office environment

DESIRED COMPETENCIES

- Demonstrated commitment to integrity, accountability and transparency
- Ability to engage others in active, open, and productive dialogue
- Understands how to get things done and achieve objectives working with and through others
- Pursues work with drive, energy, and a strong accomplishment orientation
- Continually focuses on achieving positive, concrete results
- Gathers and analyzes information and uses it to develop effective solutions to problems
- Develops original ideas, approaches, and solutions to typical, unusual or difficult situations
- Effectively uses systems and processes to measure, monitor, manage, and impact performance

To apply, submit a cover letter and resume in PDF to hr@sounddiscipline.org with "Director of Development" in the subject line. Priority consideration will be given to resumes received on or before September 14, 2018. Position open until filled. Candidates selected for interviews will be asked to submit a writing sample and three references.

Sound Discipline is committed to recruiting, hiring, developing, fairly-compensating, and promoting the best-qualified individuals for positions at all levels within the organization. We believe the organization's goals can only be attained by utilizing the diverse skills and backgrounds of all our employees. We therefore maintain an unequivocal commitment to and support of equal employment opportunity for all individuals, free from discrimination based upon characteristics protected by law such as race, color, national origin, religion, creed, age, sex, sexual orientation, gender identity, marital status, disability, veteran status or any other characteristic protected under local, state or federal law.