



Development Director

Location: Hybrid – Remote/Office
Hours: Full Time (40 hours), Exempt
Compensation: \$89,460 annually

BACKGROUND

ECOSS specializes in bridging knowledge and cultural gaps, thereby empowering businesses and diverse communities to implement environmentally sustainable practices. Our staff speak more than a dozen languages and work with Asian, Pacific Islander, African and Latino immigrant communities. More than two decades of experience has made ECOSS a leader in multicultural environmental outreach and engagement.

ECOSS is at a pivotal moment. We have grown over the past few years and now have 20 full-time staff and a budget of \$2M. Our staff come from and reflect the communities we serve; we are 1st or 2nd generation immigrants and Black, Indigenous, and people of color. We believe that frontline immigrant and refugee communities impacted by environmental hazards bring cultural knowledge and lived expertise that is necessary to achieving sustainable solutions.

Our revenue is currently predominantly from contracted work with local government partners and therefore comes with lots of restrictions. In the next year, and with this new position, we aim to increase our unrestricted revenue, build organizational infrastructure and capacity, and embark on a community-centric strategic planning process that would support an organizational vision firmly grounded in environmental justice principles.

POSITION SUMMARY

We are seeking a Development Director who is committed to the principles of community-centric fundraising and has experience building a donor-community that is diverse across underrepresented and intersecting identities. They will bring their expertise to design and implement an annual fund strategy from the ground up, with the goal of significantly growing our individual donor base. They will be responsible for the entire range of development management for the organization, from daily operations to high-level management. We are also looking for someone who will bring a strong Diversity, Equity, Inclusion, and Belonging (DEIB) lens to all aspects of their work.

The Development Director will be a member of the Senior Management Team and work collaboratively with the team to support the organization's financial, cultural, and operational health. They will help

develop and enhance systems for organizational accountability and effectiveness. They will also support ECOSS's culture of transparency and meaningful collaboration with staff.

The Development Director directly supervises the Development Associate position and reports to the Executive Director.

Essential Responsibilities and Duties include the following:

(note that percentages are intended as estimates; work will ebb and flow in the different categories)

The Development Director will lead the following four areas of work for the organization:

- **General/Annual Fund Development (50%):** Design, implement, and track ECOSS's first unrestricted philanthropic revenue plan, with the goal of raising approximately \$250,000 from individuals annually. Strategically develop and oversee all fundraising efforts, donor communications, and special events.
- **Multi-Year Initiative Planning and Strategy (20%):** Lead the organization through its first multi-year, comprehensive growth initiative. Work closely with the Donor Engagement Committee, Strategic Planning & DEIB Committee, and Board of Directors to develop and execute community-centric fundraising strategies and support the board in their role as ambassadors and fundraisers in the community.
- **Communications (15%):** Co-direct with the Director Partnerships and Belonging all communications for the organization at a time of growing visibility. Develop a fundraising communications plan and calendar and collaborate with the Communications Manager to implement.
- **Leadership and Collaboration (15%):** Foster a positive and community-centric fundraising culture across the organization. Contribute to ECOSS's Senior Leadership Team. Lead a team of collaborators on all development-related work:
 - Be a thought partner to the Executive Director and support them in donor stewardship
 - Collaborate with the Director of Partnerships and Belonging on strategy for organizational communications and strategy for institutional and foundation fundraising.
 - Work closely with the Finance and Operations Director in regular reconciliation processes and to ensure financial accuracy and integrity
 - Supervise the Development Associate position. Support the Development Associate in managing our CRM (Little Green Light) and operationalizing strategy for building a donor-community, including through fund administration and event planning.
 - Work with the Executive Director and Finance & Operations Director to enhance grants and contracts fiscal management, including coordination across various revenue tracking systems to holistic view of contributed revenue
 - Meaningfully involve staff across the organization in fundraising efforts and strategy development. Support a culture of integrity, transparency and collaboration at the organization.
- This job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee, and others may be assigned.

WE ARE LOOKING FOR SOMEONE WITH THE FOLLOWING:

We know that there will be strong candidates who don't check off all the boxes below; even if you don't check off all the boxes, we encourage you to apply!

- 4 years of experience in fund development and more than 1 year of experience in a manager or director level position, or equivalent experience developed through education, lived experience, volunteer work, or other professional work.
- Experience working in a nonprofit or community-based organization
- Personal interest in environmental justice, environmental equity, and/or immigrant and refugee community health and safety
- A desire to work in a place that celebrates and works to create safety and inclusion for diverse intersecting identities
- Demonstrated experience in community-centric fundraising with a deep understanding of and commitment to [CCF principles](#)
- A record of successful fundraising with individual donors
- Experience with fundraising campaigns and events
- Knowledge of evaluation methodologies to assess the impact of fundraising initiatives
- Experience working with a board of directors
- Relationship-building skills to be applied to community, staff, board, vendors, and other stakeholders
- The ability to communicate to staff our fundraising strategy and goals with transparency and inclusivity. The ability to engage staff so that they can meaningfully participate in organizational fundraising.
- Commitment to community-based, participatory and collaborative budgeting processes (led by the Finance & Operations Director but involving all teams/departments)
- Is flexible, creative, and can think “outside the box” to meet staff needs and programmatic goals while working toward organizational fundraising goals
- Proven ability to build and motivate teams to achieve and sustain a shared vision
- Familiarity with grants and contracts funding. Our revenue is currently 85% contracted work with local government and private partners. With this position we would like to build an individual giving program and increase our unrestricted revenue; however, being able to understand our current funding structure and the different revenue sources will be important to the success of future fundraising.
- Supervisory experience
- Interpersonal communication skills, strong professional judgment, flexibility and resourcefulness
- Experience working as part of BIPOC, immigrant and/or refugee teams/communities
- Is interested in and participates in our community events, outreach events, and organizational get-togethers

Other considerations: This position requires use of a computer, sitting and/or standing for long periods of time. This position may require response to “emergency” or urgent situations related to the office space, server, or equipment. Reasonable accommodation to complete any work tasks will be provided upon request.

Organizational Benefits

- In this position, you will have a flexible work schedule in a family-friendly workplace. Most staff currently work from home when they are not out in the field conducting outreach and education. Because the position requires relationship building, this position would require you to meet ECOSS staff and community members in-person on occasion. Therefore, the position is not fully remote.
- The salary for this position is not negotiable at this time. All director level positions are currently set at the same salary for parity.
- ECOSS offers 2 weeks of vacation in the first 12 months; 2.4 weeks starting at the one-year anniversary, 3 weeks starting at the 2-year anniversary, and 4 weeks at the 5-year anniversary.
- Sick Time accrues according to the City of Seattle Paid Sick & Safe Time (PSST) at the rate of 1 hour for every 40 hours worked. Upon hire, new employees receive an additional one-time allotment of 40 hours of Sick Time.
- ECOSS observes 12 federal holidays per year. To accommodate the importance of celebrating culturally relevant holidays and occasions, we offer six Floating Holidays.
- Medical insurance coverage: ECOSS pays 100% of premium for employee
- Vision and dental insurance: ECOSS pays 100% of premium for employee
- Life insurance: \$10,000 death benefit included at no cost to employee

COMMITMENT TO DIVERSITY, EQUITY, INCLUSION AND BELONGING

ECOSS is an equal opportunity employer committed to having staff that reflect the diverse communities we serve. We believe that diverse representation among our staff contributes to an inclusive, just, and healthy work environment. ECOSS is committed to doing the ongoing work of dismantling institutional racism and other forms of systemic oppression at our organization both internally and externally.

We strongly encourage applications from individuals who identify as Black, Indigenous, People of Color (BIPOC), immigrants, women, people with disabilities, members of the LGBTQ+ community, and individuals with diverse cultural backgrounds and language abilities.

ECOSS is committed to maintaining a work environment that is free of discrimination and harassment. ECOSS does not discriminate on the basis of class, race, color, sex, marital status, sexual orientation, gender identity, veteran status, political ideology, age, creed, religion, ancestry, national origin, or the presence of any sensory, mental, or physical disability.

TO APPLY:

To apply, please send your resume and cover letter to HR@ecoss.org with your name and “Development Director” in the subject line. Please keep your cover letter to 1-2 pages in length. In your cover letter, please explain why you are interested in working at ECOSS and why you believe you would be a good fit for the position. We invite you to include examples from your lived and professional experiences that have prepared you to be successful in the Development Director position at ECOSS.

We aim to hold first-round review of applications in the first two weeks of August (Aug 1-11). However, feel free to reach out for accommodations or questions via email to HR@ecoss.org. The position will remain open until filled.

We look forward to hearing from you!