



**Job Announcement:
Fund Development Manager for SouthEast Effective Development**

SouthEast Effective Development (SEED) is a nonprofit organization founded in 1975 by community members. SEED's mission is to improve the quality of life in Southeast Seattle by creating partnerships and inspiring investments in housing, arts, and economic development - with a special focus on residents with fewer opportunities and resources. SEED works in three key areas: Affordable Housing, Arts and Culture (SEEDArts), and Economic Development.

SEED owns 1,135 affordable apartments and is an active developer of new buildings, helping to meet the need for affordable homes throughout Southeast Seattle. Award-winning SEEDArts manages Rainier Arts Center, Columbia City Gallery, SEEDArts Studios, KVRU 105.7 FM, and a public art program. Through economic development, SEED works to equitably build economic opportunity for the residents and businesses of Southeast Seattle. Visit our [website](#) for more information.

2021 is a time of growth and change at SEED. The oldest Community Development Corporation in the city, SEED is working with residents and small businesses to weather the pandemic and emerge stronger. The organization recently opened the Spokane Apartments, and has over 150 additional new affordable apartments in its real estate development pipeline. The 250 seat Rainier Arts Center is reopening and the SEEDArts Studios remain actively used. KVRU is working closely with the state department of health to produce an audio series on COVID-19's impact on Southeast Seattle.

About the position

SEED is seeking an experienced and dynamic individual to manage Fund Development for the organization. This position is responsible for working with the Executive Director, department Directors, and Board of Directors for planning and coordinating all aspects of fund development for SEED. The Fund Development Manager provides leadership on all fundraising initiatives including grants, major gifts, planned giving, sponsorships, donor cultivation, and special events, and will identify, organize, and manage the fundraising activities with a focus on new opportunities to obtain ongoing and increased support from individuals, corporations, and foundations.

This position works directly with the Executive Director on overall strategy for SEED fund development, and reports to the SEEDArts Director. This full-time, salaried position includes a full package of benefits; salary range is \$55,000 – 60,000, depending on experience.

SEED acknowledges that fundraising is a profession historically grounded in white privilege. As part of SEED's overall commitment to racial equity, SEED works for fundraising that is grounded in justice. SEED sees the hiring of this position, and all positions, as an opportunity to be a more equitable and racially just organization.

Responsibilities include:

Planning: Develop and implement a comprehensive written long- and short-term fund development plan; Provide monthly reports to the SEEDArts Director, ED and the board that measure progress

towards achieving the plan; Broaden SEED's fundraising by developing approaches such as planned giving, solicitation of bequests, and endowment programs.

Grants: Manage SEED's overall grant seeking and reporting process; Build and maintain relationships with government funders and private foundations; Solicit or coordinate the solicitation by other staff and board for grant proposals; Lead grant writing and submission process; Provide timely reporting and ensure compliance as required by grant award documentation; Administer all grant contracts, invoices, and reporting requirements.

Individual Giving: Create and implement strategies for donor development and cultivation which will provide a diverse and sustainable funding base for SEED; Keep up-to-date on current fundraising programs and procedures used in the nonprofit sector; Identify and pursue sources of corporate funding; Develop strategies for solicitation, and solicit or coordinate the solicitation by other staff and board members as appropriate; Develop and implement all aspects of direct donor mailings, appeal letters, and other communications; Manage gift acknowledgements and maintain donor database.

Required Qualifications:

- Commitment to racial justice and equity.
- Three or more years' fundraising experience. Experience with fund development for housing, economic development, arts, and/or in Southeast Seattle a plus.
- Demonstrated track record of crafting winning private and public funding proposals for nonprofits.
- Proficiency in Microsoft Office Suite and cloud-based donor databases. Experience with Little Green Light a plus.
- Demonstrated strong written and verbal communication skills for external communications.
- Willingness to work out of SEED's headquarters in Seattle's vibrant Columbia City neighborhood.

Desired Qualifications:

- Passion for strengthening communities.
- BA/BS degree in related field.
- Desire to work as part of a team and willingness to promote SEED's work.
- Ability to work with minimal supervision – self-motivated and confident.
- Ability to handle multiple projects simultaneously.
- Ability to work well with people from all backgrounds with varying degrees of experience including high level government executives, local community organizations, funders, and Southeast Seattle residents.

To Apply:

Send a cover letter, resume, and relevant writing sample in a single PDF to: kfowells@seedseattle.org. Please put **"Fund Development Manager"** in the subject line. Application deadline is May 31, 2021 or until filled. In fairness to all candidates, SEED is not taking calls from individual applicants.

SEED is an equal opportunity employer and does not discriminate on the basis of race, national origin, gender, gender identity, sexual orientation, protected veteran status, disability, age, or other legally protected status. People of color, Native and Indigenous people, trans and LGBTQIA people, people with disabilities, and other individuals who bring critical perspectives from historically marginalized communities are strongly encouraged to apply.