



## **Job Announcement: Fund Development Manager**

SouthEast Effective Development (SEED) is a nonprofit organization founded in 1975. 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. Visit our [website](#) for more information.

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.

2024 is a time of growth, with new staffing in Real Estate Development and expanding the Resident Services program dedicated to empowering and supporting the more than 2,000 low-income neighbors living in SEED buildings. SEED has a number of upcoming developments including the acquisition of additional arts space, a community collaboration with two south end cultural organizations and more than 150 new affordable apartments. SEED has embarked on a 5-year [strategic plan](#). Grounded in race and social justice, the plan informs the long-term strategies and day to day tactics of SEED's work, including fund development.

### **About the position**

SEED is seeking an experienced and dynamic Fund Development Manager. This position works 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, individual donations, corporate sponsorships, and special events. They 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 full-time position reports to the SEEDArts Director, works directly with the Executive Director on overall strategy, and will have 5-10 hours/week of admin support. The salary range is \$74,000 – 80,000 (depending on experience) and includes a full benefits package.

SEED acknowledges that fundraising is historically grounded in white privilege. As part of SEED's 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**

**Planning:** Develop and implement a comprehensive long- and short-term fund development plan; Provide monthly reports to the Executive Director and the board that measure progress towards goals; Broaden SEED's fundraising by developing approaches such as planned giving, solicitation of bequests, and endowment programs, and pursuing corporate funding.

**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; Administer all grant contracts and fulfill reporting and invoicing requirements.

**Individual Giving:** Create and implement strategies for donor development and cultivation to provide a sustainable funding base for SEED; Keep up-to-date on current fundraising programs and procedures used in the nonprofit sector; 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.

**Events:** Working with an event consultant, manage SEED's fall fundraiser, which raises vital unrestricted donations to support SEED's overall mission. Plan for SEED's 50 Year Anniversary events in 2025.

### **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 (CRM). Experience with Little Green Light a plus.
- Demonstrated strong written and verbal communication skills.
- Demonstrated track record of managing fundraising events
- Desire to work as part of a team and willingness to promote SEED's work.
- Willingness to work out of SEED's headquarters in Seattle's vibrant Columbia City neighborhood.

### **Desired Qualifications**

- Experience with public funding sources
- Passion for strengthening communities.
- BA/BS degree in related field.
- 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 including high level government executives, local community organizations, funders, and Southeast Seattle residents.

### **To Apply**

Send a cover letter, resume, and a relevant writing sample in a single PDF to: [artsinfo@seedseattle.org](mailto:artsinfo@seedseattle.org). Please put **"Fund Development Manager"** in the subject line. This position is open 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.