



JOB OPPORTUNITY

FUND DEVELOPMENT MANAGER



THE OPPORTUNITY

SouthEast Effective Development (SEED) is currently seeking an experienced and dynamic Fund Development Manager to play a pivotal role in our organization. This role reports to the SEEDArts Director and collaborates closely with the Executive Director, department Directors, and the Board of Directors, to spearhead all aspects of fund development for SEED.

In this critical role, the Fund Development Manager will provide strategic leadership for all fundraising initiatives, encompassing grants, individual donations, corporate sponsorships, and special events. With a keen eye for identifying opportunities, they will take charge of organizing and managing fundraising activities, with a particular emphasis on cultivating new avenues to secure ongoing and increased support from individuals, corporations, and foundations.

ORGANIZATIONAL OVERVIEW

Step into the vibrant world of SouthEast Effective Development (SEED), where every day is an opportunity to transform lives and communities! Founded in 1975, SEED is more than just a nonprofit organization – it's a beacon of hope, dedicated to enhancing the quality of life in Southeast Seattle through innovative partnerships and bold investments in housing, arts, and economic development.

At SEED, we're on a mission to empower every resident, especially those with fewer opportunities and resources, to thrive and flourish. Our work spans three key pillars: Affordable Housing, Arts and Culture (SEEDArts), and Economic Development.

At the center of our work is a deep commitment to advancing social justice and racial equity. We live that commitment by striving to create diverse housing options, drive community development through grassroots arts and culture, and grow business and living wage jobs in Seattle.



With 1,135 affordable apartments under our belt and a knack for groundbreaking developments, SEED is leading the charge in meeting the critical need for affordable homes across Southeast Seattle. But we're not just about numbers – we're about impact.

Our award-winning SEEDArts division is the beating heart of our cultural landscape, managing iconic venues like the Rainier Arts Center and Columbia City Gallery, alongside innovative programs like SEEDArts Studios and KVRU 105.7 FM.

But that's just the beginning. As we gear up for a year of growth in 2024, SEED is expanding its horizons. With an enhanced Resident Services program, we're doubling down on our commitment to uplift the 2,000+ low-income neighbors who call SEED buildings home.

Exciting developments are on the horizon, including the acquisition of additional arts space, dynamic community collaborations, and the creation of over 150 new affordable apartments. And let's not forget our 5-year strategic plan, rooted in race and social justice, which guides every aspect of our work, from long-term strategies to day-to-day tactics, including our ambitious fund development initiatives.

POSITION DUTIES AND OPPORTUNITIES ---

PLANNING FOR IMPACT

Dive into the heart of SEED's mission by developing and executing a visionary fund development plan that spans both the short and long term. You'll be the architect of change, crafting strategies that propel us towards our fundraising goals. Monthly progress reports to the Executive Director and the board will be your canvas, showcasing the strides we're making together.

INNOVATIVE FUNDRAISING

Break new ground in fundraising by exploring innovative approaches like planned giving, solicitation of bequests, and endowment programs. With your strategic insights, we'll unlock new avenues for support, including forging powerful partnerships with corporate sponsors who share our vision for a thriving Southeast Seattle.

COMPREHENSIVE GRANT MANAGEMENT

Orchestrating SEED's institutional giving program from start to finish. Build and nurture relationships with government funders and private foundations, leading the charge in grant writing and submission.

As the guardian of our grant contracts, you'll ensure every dollar is accounted for, meeting reporting and invoicing requirements with finesse.

CULTIVATING DONOR RELATIONSHIPS

Immerse yourself in the art of donor cultivation, sculpting sustainable relationships that form the bedrock of SEED's funding base. Stay ahead of the curve with cutting-edge fundraising techniques, crafting compelling strategies to engage donors at every level. From direct donor mailings to personalized appeals, you'll be the architect of connection, ensuring every supporter feels valued and heard.

ELEVATING EVENTS

Prepare to dazzle as you take the reins on SEED's events, from the fall fundraiser to the monumental 50 Year Anniversary celebrations in 2025. Collaborating with event consultants, you'll orchestrate experiences that captivate and inspire, driving vital donations to fuel SEED's mission forward.

REQUIRED QUALIFICATIONS

- Strong commitment to racial justice and equity.
- Three or more years of experience in fundraising, with a preference for experience in fund development related to housing, economic development, arts, and/or Southeast Seattle.
- Proven track record of successfully crafting compelling private and public funding proposals for nonprofit organizations.



- Proficiency in Microsoft Office Suite and cloud-based donor databases (CRM), with experience in Little Green Light being a plus.
- Exceptional written and verbal communication skills.
- Demonstrated ability to effectively manage fundraising events.
- Eagerness to collaborate as part of a team and advocate for SEED's mission.
- Willingness to work from SEED's headquarters in Seattle's vibrant Columbia City neighborhood.



DESIRED QUALIFICATIONS

- Experience working with public funding sources.
- Passion for community empowerment and strengthening communities.
- Bachelor's degree or higher in a related field.
- Ability to work independently with minimal supervision, demonstrating self-motivation and confidence.
- Strong multitasking skills, capable of managing multiple projects simultaneously.
- Ability to engage effectively with individuals from diverse backgrounds, including high-level government officials, local community organizations, funders, and residents of Southeast Seattle.

COMPENSATION & BENEFITS

The salary range is \$74,000 – 80,000 (depending on experience). We provide comprehensive benefits including medical, dental, vision, and life insurance, along with a 403(b) retirement plan. Our work setup includes a hybrid environment. Employees can enjoy access to all public and community art events.

HOW TO APPLY

Send a cover letter, resume, and a relevant writing sample in a single PDF to: amy@besunderconsulting.com. Please put "Fund Development Manager - SEED" in the subject line.

In your cover letter, please describe as specifically as you can how your experience, interests, and values are a fit with SEED's goals and mission as described in this announcement.

Applications received by May 2, 2024 will be given full consideration; early applications are strongly encouraged and will be given consideration as soon as they are received.

All applications will be acknowledged via an email receipt. The position is open until filled.

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.

More information is available at www.seedseattle.org.

