

**Fund Development Director
Seattle, WA**



SouthEast Effective Development (SEED) Seeks an Experienced and Dynamic Fund Development Director

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 nearly 1,100 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, and a public art program. Through economic development, SEED works to equitably build economic opportunities.

2026 is a dynamic time at SEED, building on our recent successes. In the past two years, SEED has raised over \$5 million to acquire and preserve both affordable housing and arts space. Last year we launched an annual fundraiser, celebrated our 50th anniversary, and expanded programs to serve low-income residents. Our 2023-2027 [strategic plan](#), grounded in race and social justice, informs the long-term strategies and day-to-day tactics of SEED's work, including fund development.

The Community

Southeast Seattle is a thriving, complex, and diverse community. SEED is proudly headquartered in zip code 98118, which the US Census Bureau previously named the most racially diverse zip code in the nation. It is home to 40 ethnic groups and 60 languages are spoken in the community. SEED was instrumental in the revival of the Columbia City Historic District and has been deeply involved in community issues. The staff and board of SEED are majority BIPOC.

Position Summary

The Fund Development Director works with the Executive Director, department Directors, and Board of Directors for all aspects of fund development for both SEED and SEEDArts. The Fund Development Director provides leadership on fundraising initiatives including grants, government contracts, donations, corporate sponsorships, and special events. They will identify, organize, and manage fundraising activities with a focus on new opportunities to obtain increased support from individuals, corporations, and foundations.

The Organization and Leadership

SEED generates approximately \$12 Million in annual revenue and has a diverse portfolio of affordable apartment buildings and arts programs. SEED approaches our work with a seasoned team of senior leaders. We are a passionate, collegial group who find joy in our work and are committed to justice in our community. The Fund Development Director will serve on the staff leadership team, alongside the Executive Director, Director of Real Estate Development, Director of Asset and Property Management, Director of Finance, and SEEDArts Director.

SEED embraces hybrid and flexible work environments. This hybrid position is expected to work out of SEED's offices in Southeast Seattle at least two to three days a week.

Essential Duties and Responsibilities

Planning: Develop and implement a comprehensive long- and short-term fund development plan for both SEED and SEEDArts; 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.

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 and Corporate 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; Grow SEED's corporate sponsorship program.

Events: Plan and execute fall fundraiser, Envision, which raises vital unrestricted donations to support SEED's overall mission, as well as smaller events throughout the year

Minimum Qualifications

- Five or more years' fundraising experience, with a demonstrated track record of fund development growth. Experience with fund development for housing, economic development, arts, and/or in Southeast Seattle preferred.
- Demonstrated track record of crafting winning private and public funding proposals.
- 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 the vibrant Columbia City neighborhood.
- Commitment to racial justice and equity.

Desired Qualifications

- Experience with public funding and financing sources.
- Experience working with a volunteer Board of Directors.
- 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.

Compensation

SEED offers a competitive benefits package, including health, dental and vision insurance, as well as an organizational retirement plan. The salary range is \$90,000 – \$110,000 depending on experience.

To Apply

Send a cover letter, resume, and a relevant writing sample in a single PDF to: grants@seedseattle.org. Please put “**Fund Development Director**” in the subject line. This position is open until filled; applications are reviewed on a rolling basis.

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, LGBTQIA people, people with disabilities, and other individuals who bring critical perspectives from historically marginalized communities are strongly encouraged to apply. SEED sees the hiring of this position, and all positions, as an opportunity to be a more equitable and racially just organization.