

## JOB DESCRIPTION

### About the Opportunity:

Pride Foundation seeks an experienced fundraising professional to lead our annual fund efforts. Reporting to the Director of Community Engagement, the Assistant Director of Community Engagement collaborates and implements strategies to maintain and increase revenue from current individual donors below the major donor level (\$5,000 and under).

This position will build on Pride Foundation's annual fund program to improve and activate a comprehensive, multi-channel annual fund. The person in this role supervises the team that administers all aspects of annual fund giving to include: face-to-face and phone/virtual solicitation, direct mail fundraising, online fundraising, donor database maintenance and appeal segmentation, donor acknowledgement and stewardship, and gift processing and financial reporting.

The Assistant Director of Community Engagement reports to the Director of Community Engagement and manages the Community Engagement Operations Manager and the Donor Systems & Data Manager. This is a full-time, exempt position. Flexibility to work some evenings, weekends, and occasionally travel are necessary. **This position is currently remote, and candidates should live in, or be willing to relocate to, one of the five Northwest states Pride Foundation serves.** Staff members in the greater Puget Sound region will have the option to work out of our headquarters office in Seattle in the future once conditions of the pandemic make in-person work safe again, and accommodations for home office or co-working space are made for all other team members.

### About Pride Foundation

Pride Foundation fuels transformational movements to advance equity and justice for LGBTQ+ people in all communities across the Northwest. We envision a world in which all LGBTQ+ people live safely and openly as our whole selves in the communities we call home.

Founded in 1985, we are the only LGBTQ+ community foundation in the Northwest, and have invested more than \$72 million in nonprofit organizations, local leaders, and student scholars through our grants, scholarships, and initiatives. We work in the Northwest states of Alaska, Idaho, Montana, Oregon, and Washington. Pride Foundation has an operating budget of more than \$5 million and 15 full-time employees, 5 of whom are fully remote and 10 who are currently remote, but previously worked at our headquarters in Seattle, WA. Pride Foundation is governed by a Board of Directors with 22 members from across the five-state region with diverse professional and lived experiences.

As an organization and as individuals, we are committed to anti-racism, and strive to center racial equity and justice throughout our organization and all aspects of our programmatic work. Together, we are intentionally and actively building an internal culture that reflects this commitment, and an organization where our team members can thrive. All team members are a part of this work and are active participants in building our culture. Read more about the work culture we are building [here](#).

### Primary Responsibilities

The Assistant Director of Community Engagement provides day-to-day management and oversight of Pride Foundation's annual fund, implementing strategies defined by the Director of Community Engagement that result in increased fundraising dollars for Pride Foundation and the LGBTQ+ communities we serve.

***Resource Development Strategy and Operations (40%)***

- Develop and execute annual fund plan in collaboration with Director of Community Engagement to support organization's revenue goals that highlight donor retention, donor upgrades, and cultivation
- Conceptualize, create, and lead all direct mail and email solicitation efforts, including major year-end campaign
- Support the creation and rollout of annual Gratitude Report
- Provide support for all development activities, including donor communications and briefings, communications and development collateral drafting, and other operations.
- Manage and coach Community Engagement Operations Manager and Donor Systems and Data Manager to implement Pride Foundation's fundraising efforts in a forward-thinking and values aligned way
- Participate as a member of the Board's Community Engagement Committee in their efforts to assist in securing necessary financial resources for the organization.
- Develop and implement systems for managing donor advised and scholarship fundholder communication and engagement.

***Donor Stewardship and Solicitation (30%)***

- Manage a portfolio of individual donors and fundholders, moving them through the donor pipeline, retaining and upgrading annual support.
- Support the Director of Community Engagement in their portfolio management, solicitation, and prospecting.
- Develop strategies and associated systems for all relationship management holders to move donors through a pipeline of giving that focuses on retention and increased engagement and support.

***Event Management and Production (20%)***

- Provide project management support for annual major fundraising event
- Work with the team to manage and produce a variety of small, targeted events for different constituencies, in a variety of locations and formats.
- Provide support to regional fundraising efforts including events and other opportunities as they arise.

***Organizational Culture and Racial Justice (10%):***

- Understand and integrate racial justice into individual and team workplans, and broader strategic planning efforts.
- Commit to personal growth, learning, and transformation, taking initiative to expand your understanding of racial justice and related principles, issues, and practice and how they apply to your and our work.
- Meaningfully participate in caucus groups, organizational learning sessions, and other opportunities to shape our organizational culture.
- Work to acknowledge, address, and eliminate individual, institutional, and structural racism and its intersections with other forms of oppression in your and our work.
- Actively participate in evolving the organizational culture at Pride Foundation to be mission-focused, inclusive, values-aligned, and community-centered.

- Grow and apply the skills and practices needed to create an inclusive organizational culture including (but not limited to): clear and kind communication, giving and receiving feedback, mutual accountability, and self-care and boundaries.
- Contribute to developing a culture of philanthropy at Pride Foundation by incorporating friend and fund raising as appropriate throughout work.

### **Qualifications: Skills and Experience**

The ideal candidate will have a mix of these skills, experiences, and competencies gained through paid and unpaid experiences.

- Demonstrated commitment to Pride Foundation's mission and to building a racially just, equitable, and inclusive environment through all levels of the organization.
- Demonstrated understanding and experience working on issues related to intersectional social justice (including racial, LGBTQ+, gender, disability, economic, and/or reproductive justice.)
- Progressively responsible experience in fundraising with a proven track record of achieving revenue targets
- Proven success soliciting and managing all levels of giving
- Experience with donor event management and execution
- Exceptional strategic thinking and creative skills to apply to our unique model and circumstances.
- Strong interpersonal skills with the ability to collaborate and work as part of a team.
- Outstanding organizational skills, attention to detail, and the ability to manage multiple deadlines and priorities.
- Exceptional written and verbal communications skills.
- Passion, a strong work ethic, self-motivated drive, and love of fundraising.
- A commitment to providing quality stewardship to all Pride Foundation constituents, and the ability to develop a positive working relationship with staff, volunteers, board members, donors, and community supporters.

While not required, these are additional skills and experiences we are looking for in candidates:

- Experience working with LGBTQ+ communities and issues in the Northwest.

### **Salary and Benefits**

Pride Foundation determines its staff salaries using the Washington Nonprofit Wage & Benefit Annual Survey. Each salary is based on the average of similar positions in organizations of comparable size and are competitive for the field. For this position, the salary range is \$86,000-\$90,000, depending on experience.

Excellent employer-paid benefits: medical (includes coverage of gender-confirming health services and procedures), dental, and vision coverage along with disability insurance, employer retirement account contribution, and option for employee to invest in an individual retirement account.

Pride Foundation has a 4-day, 32-hour work week, with the option for this position to be entirely remote (either set up to work from home or in co-working space), or to be based out of the Seattle headquarters. **Candidates must reside within the 5-state region we work in, or be willing to relocate to the region.**

## To Apply

Pride Foundation is a proud equal opportunity employer committed to an inclusive work environment and to building a team that reflects the rich diversity of our community. People of color, people with disabilities, and people of diverse sexual orientations, gender expressions and identities who are underrepresented in the field of philanthropy are encouraged to apply.

Send letter of interest and resume to: [jobs@pridefoundation.org](mailto:jobs@pridefoundation.org)

In your letter of interest, please make it a point to address the skills and experiences you bring to this role, as outlined above. We would appreciate you specifically addressing:

- Your commitment to Pride Foundation's work and mission
- Why you are interested in this role in particular
- How your lived and professional experience would make you successful in this role

Interested candidates are encouraged to submit their applications by **July 6, 2022**. Applications will be accepted until the position is filled, though applications submitted after the deadline will be considered on a case by case basis. The position will be filled as soon as the appropriate candidate is found, as the position is available immediately.

For more information about Pride Foundation, please visit our website:

[www.pridefoundation.org](http://www.pridefoundation.org).