

## Development Director

Job Description | 2021

IGNITE Worldwide is the answer to achieving gender equity in STEM. We work directly with educators during the school day to provide programming that promotes STEM education and career advancement for girls\* from historically marginalized communities. Through our award-winning program we connect students with STEM professionals who live and work in their communities to promote interest, education, and career opportunities in STEM fields.

*\* We welcome any student who identifies as female, nonbinary, transgender, or agender. Our mission is focused on supporting underserved and marginalized youth, to encourage greater gender and racial diversity in STEM classes, clubs, opportunities, and careers.*

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**Job Description** IGNITE Worldwide is seeking a collaborative and passionate Director of Development to work remotely, but permanently based in the Puget Sound region. The Director of Development is responsible for planning, organizing, and directing all IGNITE fundraising, including major gifts, annual giving, planned giving, special events, and other strategic campaigns. The Director will work closely with the CEO and Leadership Team in all development, grants and contracts, and fundraising endeavors. Position will report directly to the CEO. We are looking to bring on a member of our team who will be with us for the long-term.

**Location** Remote, prefer someone who is permanently located in the Puget Sound region

**Employment Type** Full-Time, Exempt

**Work Schedule** Mon.-Fri., Business Hours

**Compensation** \$70,000/year, DOE

### Experience

- Fundraising and leadership experience in a nonprofit setting: 7-10+ years
- Created and ran a gala for 300+ attendees
- Working in non-profit environment: 7-10+ years
- Grants and Contracts administration: 3+ years
- Project management: 2-3 years
- Microsoft Office and/or Google Suite: Advanced-Expert
- Salesforce: Advanced-Expert
- Experience with (or equivalent to) Stripe, Benevity, Double the Donation, and other similar fundraising/donor platforms.
- Strong organizational and time management skills
- Commitment to the values of inclusion, diversity, equity
- A high level of respect for confidentiality and ethical practices

### Qualifications

- Collaborative approach to problem solving and ability to work effectively with individuals at all levels (internally and externally)
- Ability to look at situations from several points of view
- A demonstrated commitment to high professional standards
- Experience working with Individual donor groups including alumni, educators, STEM professionals and executives, community partners, and potential major donors.
- A proven track record in securing new and increasing existing donor contributions
- Demonstrated interest in building positive and authentic stakeholder relationships
- Strong verbal, written and interpersonal communication skills and superb presentation skills
- Strong analytical skills, including the ability to collect and organize data, synthesize findings, and make data-informed recommendations for stewardship and growth strategies
- Ability to reflect an optimistic and positive attitude and convey sensitivity and discretion based on the needs of donors
- Proven performance in a fast-paced, customer service-oriented environment and comfortable creating and meeting measurable targets and holding self accountable
- Superior analytical, critical thinking, problem solving and organizational skills with meticulous attention to detail and accuracy

**Responsibilities** may include, but are not limited to:

#### Fundraising

- Oversee all fundraising activities, including securing funds from donors and sponsors
- Effectively enable donor performance, including the Executive Board and Advisory Board members
- Develop individual donor outreach for more targeted and organized towards each giving group, with an emphasis on contributing towards permanently changing gender equity in STEM fields.
- Develop Donor Stewardship Plan, Sponsorship Levels, and other donor-driven plans
- Collaborate with Leadership Team to develop external communications for campaigns and fundraising activities, including to donors, corporate sponsors, and board members
- Create an annual fundraising budget and projections
- Spearhead the fundraising strategy that is planned around individual, corporation, foundation giving and events
- Oversee all aspects of the donor cultivation cycle (cultivation, solicitation, and stewardship) to fulfill annual revenue and capital campaign goals
- Identify and cultivate new donors and increase current donors' level of support annually
- Support the CEO's relationships with prospects and donors and coordinate cultivation, solicitation, and stewardship interactions

#### Events

- Manage fundraising events, including Back-to-School Peer-to-Peer Campaign, Spring Gala, GivingTuesday, and others as they develop
- Event planning and management, including item procurement, securing sponsorships, event logistics, and vendor management

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#### Grants and Contracts

- Identify and track grant and contract opportunities
- Write proposals based on organizational messaging, voice, mission, and strategy
- Drafts reports, correspondence, and other written material as needed
- Manage full cycle of the life of a grant - from sourcing and application to report submission and closing (pre-award and post-award)
- Coordinate website development and enhancements for grants together with CEO and other leadership staff
- As award letters are received, establish project updates for staff
- Close out grants once completion notification is received

#### Operations and other duties

- Ensure consistent data collection and entry into database by compiling, analyzing, and reporting development data ▪ Direct the preparation and maintenance of reports necessary to carry out the functions of the department.
- Apply documented knowledge of IGNITE mission, vision, and values in all development activities
- Communicate and apply best practices in fund development to donors, sponsors, and other stakeholders
- Maintain effective systems and programs to identify and cultivate new donors, sponsors, and partners
- Manage CRM Database
- Write Press Releases
- Create and execute on an annual development plan that delivers on overall organizational fundraising, including grants and contracts, goals
- Prepare reports for management and grantors, as necessary or requested.

**Apply** To apply, email a cover letter, resume, and email and telephone contact information for 3 professional references, all in PDF format, [careers@ignite-worldwide.org](mailto:careers@ignite-worldwide.org). Cover letter should describe your experience, qualifications, and why you are motivated to fill this position. Applications for this position will be accepted until the position is filled.

Thank you for your interest in IGNITE Worldwide!

**Our Commitment to Diversity and Inclusion** We are committed to cultivating a workplace in which diverse perspectives and experiences are welcomed and respected. We are proud to be an Equal Opportunity Employer. We do not discriminate on the basis of race, color, religion, creed, ancestry, national origin, sex, age, disability, marital or veteran status, sexual orientation, gender identity, political ideology, or membership in any other legally protected class. We are an Affirmative Action employer. We encourage individuals with diverse backgrounds to apply and desire priority referrals of protected veterans. If due to a disability you need assistance/and or a reasonable accommodation during the application or recruiting process, please send a request to [contactus@ignite-worldwide.com](mailto:contactus@ignite-worldwide.com)