



[Seattle Neighborhood Greenways](#) (SNG) is a grassroots, walking and biking focused, non-profit that has been improving our neighborhoods since 2011. Seattle Neighborhood Greenways organizes and mobilizes people to make every neighborhood a great place to walk, bike and live.

Seattle Neighborhood Greenways envisions a future where Seattle's streets unite neighborhoods and connect people to where they need to go. Walking and biking are convenient, safe, comfortable, and even joyful. Children are able to walk and bike to school and to parks. Seniors are able to stay active and connected by walking and biking. Seattle's streets — one fourth of our total land as a city — incorporate neighborhood priorities for play, relaxation, recreation, greenery, and community-building. The streets and transportation systems are truly accessible and welcoming, and reflect the needs of people of every age, language, ethnicity, gender, race, ability, and level of wealth. Achieving this vision will give us more choices for how to get around, keep us safer, save us money, and reduce climate pollution.

Job Title: Development Director

Why join SNG at this juncture?

SNG has emerged as the organization for transformational changes to our streets to better reflect our city's values of safety, equity, sustainability, accessibility, affordability, convenience, and health. We have a portfolio of exciting projects that could excite our donors and funders over the next few years, and need a skilled development professional to help us make the case. This person will build on a solid base of donors and funders to grow our fundraising.

Key Responsibilities

Stewarding, growing and diversifying our base of funding, especially our individual giving program, is the key goal for this position. You will design and lead all aspects of our development efforts to achieve this and other goals, in collaboration with other staff members, contractors, and our board.

Development Strategy

- Work with the Executive Director and Board of Directors to craft and implement an annual and multi-year development strategy and calendar.
- Accurately enter and track gifts, pledges, and other donor information into our donor management database (Little Green Light).
- Collaborate with and report progress to the Board Fund Development Committee.

Individual Giving

- Update and implement all aspects of a comprehensive "moves management" individual donor strategy (including identifying, engaging, soliciting, thanking, and stewarding) with a focus on major donors.
- Closely collaborate with the Communications Director to craft and tell stories (written, videos, photos, graphics, etc) that create a sense of urgency, energy and desire to support the critical work of the organization.

- Write and send regular digital and print appeals.
- Help to conceptualize and carry out donor cultivation events such as walks, rides, and happy hours in collaboration with other staff, board members, and volunteers.

Foundation Giving & Government Contracts

- Update and implement a foundation and government contracts work plan as part of the overall development strategy, and track deadlines and requirements for each.
- Working with our contract writer and other staff, manage the development of compelling grant and contract applications and relationships with current and potential funders.
- Collaborate with the Finance Administrator to ensure proper documentation and reporting of grant/contract expenditures.

Corporate Giving

- Update and implement a corporate giving work plan as part of the overall development strategy.
- Identify and cultivate relationships, prepare and submit solicitations, and manage sponsorship fulfillment for current and potential corporate donors.
- Manage corporate match programs participation.

Annual Event

- Manage the annual fundraising event in collaboration with other staff, the board, and dedicated event contractors.
- Collaborate with the Communications Director and other staff to craft content for the event.
- Implement strategies to leverage the annual event to retain and increase corporate sponsorships and bring in major gifts.

Other responsibilities: as assigned.

Who are we looking for?

Someone who is highly organized, passionate about our mission, and has the experience and drive to take our fundraising efforts to the next level.

Requirements

- Experience managing and growing fund development programs
- Comfort with database tracking and reporting
- Excellent writing capabilities
- Highly organized and detail oriented
- Proven ability to work collaboratively with staff, board and volunteers
- Demonstrated strong project management experience
- Passion and intellectual curiosity for the safe streets movement
- A commitment to equity, inclusion, and social justice

Hours

Salaried exempt, but we strive for forty hour work weeks. Some evening and weekend meetings/events require a flexible schedule.

Location

All work is within Seattle city limits. We are currently all remote, but expect to have physical space again sometime next year.

Transportation

Must be able to travel anywhere within Seattle. Applicants who walk and bike for transportation will be better suited to understand the challenges we currently work on.

Salary and Benefits

Starting salary \$55,000-\$65,000 (depending on experience), with annual cost of living adjustments and raises. Generous vacation policy and a sabbatical policy. Competitive health and dental insurance. Flexible work hours. That warm fuzzy feeling from making a difference.

To apply

Email your resume and cover letter to jobs@seattlegreenways.org. We strongly encourage applications from people who have historically been underrepresented in walking and biking advocacy, nonprofit work, and the transportation sector. Position is open until filled.

Keywords: Development director, development manager, fundraising, advancement, giving.

Seattle Neighborhood Greenways is an at-will employer.