



## Director of Development

**The Arc of King County serves all people with intellectual and developmental disabilities across the lifespan: from prenatal diagnosis through end-of-life care.** Our programs include: Information and Family Support for individuals with IDD, and their parents, guardians, siblings, and community; Supported Living Services for adults living in the community; Representative Payee for individuals needing financial management assistance; and Advocacy for people with developmental disabilities, family members, and community allies seeking to make our community more systemically equitable for all people. We promote and protect the human and civil rights of people with intellectual and developmental disabilities, actively supporting their full inclusion so that they can live, learn, work, and play in the community – making the world a better place for us all.

For more information about the organization, visit our website at <https://arcofkingcounty.org/>.

### POSITION DESCRIPTION

Full time director level leadership position responsible for all aspects of Fund Development for The Arc of King County. The Director of Development finds and stewards supporters who make it possible for The Arc of King County to achieve its mission to promote and protect the human rights of people with intellectual and developmental disabilities and actively support their full inclusion and participation in the community throughout their lifetimes– making the world a better place for all. This position serves as a key member of the Senior Leadership team. Leading the department to support individual giving, events, communications, marketing, grant writing and procurement, along with volunteer coordination. Supports Capital Campaign activity as needed, and works to steward the donors, funders and supporters who make it possible to achieve The Arc of King County’s mission.

### ORGANIZATIONAL REPORTING RELATIONSHIPS

**Department:** Fund Development  
**Reports to:** Executive Director

### ESSENTIAL FUNCTIONS

- Responsible for leading the strategy, design, implementation and management of all activities of a comprehensive annual fundraising plan that includes annual giving, special events, major donor cultivation, foundation and corporate giving.
- Responsible for overseeing grants administration process for the agency in coordination with program directors. Including and not limited to: research, writing, and record keeping.



- Responsible for partnering with other senior leaders in oversight of grant administration, including coordinating, tracking, and monitoring tasks associated with applications and reporting duties.
- Responsible for creating and maintaining office systems and data base to support all development programs and operations, including donor and gift recordkeeping, membership, acknowledgements, and research activities.
- Responsible for preparing and managing the annual fund development budget, including preparing regular progress reports.
- Responsible for supporting the work of the Board of trustees - Development committee.
- Responsible for supervisory tasks of staff within Fund Development, including but not limited to hiring, training, coaching and termination.
- Responsible for partnering with other senior leaders in representing The Arc of King County publicly related to its impact and mission.
- Responsible for partnering with other senior leaders in identifying and pursuing social service contracts with local and state government agencies that fund the scope and mission of our work
- Responsible for partnering with other senior leaders to identify and develop client stories and examples of impact for use in public marketing of the organization. Focusing on telling The Arc's story, building donor relations, promoting opportunities, and other communications in support of fund development
- Responsible for partnering with the Executive Director to coordinate, design and produce the agency annual report.
- Responsible for partnering with other senior leaders and The Arc of the US and The Arc of Washington to ensure brand compliance
- Responsible for partnering with other senior leaders in managing agency media, including website and social media platforms, mass email, and bulk mailing.
- The above is not a comprehensive list of activities, duties or responsibilities required of this position. Management may assign or reassign duties and responsibilities at any time as it deemed necessary.

## **QUALIFICATIONS**

### **Education**

Bachelor's degree in business, marketing, communications, or related field.

### **Minimum Qualifications**

- 5+ years of development experience in non-profit and/or for-profit environments in progressive leadership roles.
- Creative, enthusiastic development professional with a demonstrated commitment to serving and empowering people of all abilities, cultures and backgrounds.
- Self-starter with demonstrated ability to build on current development efforts and to create and manage development plans, budgets and timelines.
- Proven experience dealing with marketing, public relations and research agencies.



- Experience building and managing partnership with corporations.
- Ability to use Microsoft Suite, as well as design, media, and database applications and platforms.
- Excellent oral and written communication skills and strong planning and organizational skills.
- Knowledge of donor databases and all standard office suites.
- Demonstrated commitment to empowerment of individuals with disabilities and their families.

**OR** a combination of education, experience and measurable performance which demonstrates the capability to perform the duties of this position.

#### **PHYSICAL AND OTHER REQUIREMENTS**

- Health sufficient to meet the demands of the position
- Ability to pass a criminal background check
- Proof of COVID-19 vaccination or an approved accommodation request is required prior to starting work.
- Ability to use phone, email, and internet with ease
- Ability to travel anywhere in King County as needed (if driving, must have a WA driver's license and car insurance; if not driving, ability to be punctual when traveling anywhere in King County)
- Ability to transport Fund Development materials and supplies.
- Presence in the office during work week is required.
- Work hours typically occur between 8:30-4:30 Monday-Friday with some flexibility
- Requires some evening and weekend work with advanced notice/planning.
- Accommodations to meet these requirements may be available upon request.

#### **HOURS/SALARY/BENEFITS**

This is a full time supervisory exempt position with full benefits