



## **JOB ANNOUNCEMENT**

### **Development and Communications Director**

**Terms:** Term Limited full-time position (40hrs/week), with benefits

Term is expected to last for 2 years, but could extend beyond that based on funding

**Starting Salary Range:** \$95,000-\$105,000 annually

**Priority deadline:** Initial review of applications will begin Monday, January 5, 2026. Applications accepted until position is filled. First round of interviews anticipated January 13-15, 2026.

#### **Position Summary**

This position will fill two primary roles. Initially this will backfill the Education and Outreach Department Director position for a 6-month parental leave, and it will also serve as the Development and Communications Director for the District's Capital Campaign and beyond. Duties for this position include programmatic oversight, staff supervision for the District's Education and Outreach Department, and planning and overseeing the execution of a capital campaign and comprehensive fundraising program. The Education and Outreach Team consists of community engagement, adult and youth education, and media specialists supporting all SCD programs including Agriculture, Habitat Restoration, Green Stormwater Infrastructure, and District Operations.. This position will report directly to the Executive Director and serve on the management team.

#### **Primary Job Responsibilities**

The Education and Outreach Department Director backfill primary tasks include but are not limited to:

- Work with the Education, Outreach, Youth Education, and Management Teams to implement the strategic vision and priorities of the program.
- Develop grant proposals, manage program budgets, and support regional initiatives.
- Provide executive communications support to the leadership team, including outreach material for elected officials, policymakers, and funders.
- Supervise a team of specialists. Support implementation of annual work plans and training plans, and provide input for annual performance evaluations.
- Participate in and help coordinate select outreach events.
- Continue to hone the SCD brand through storytelling, events, and earned media. Manage positive relationships with the press.
- Oversee production of all public-facing documents including press releases, web content, annual reports, and event flyers, in coordination with the SCD Writer/Editor.
- Manage a high-paced production workflow with shifting priorities and needs while tracking products and outcomes for grant and other reporting purposes.

The Development Director primary tasks include but are not limited to:

- Develop and execute a comprehensive fundraising plan that includes the creation and implementation of the following key programs:
  - Major gifts and capital campaign
  - Annual and planned giving
  - Institutional giving



- Collaborate with campaign leaders to continue to create and implement a strategic direction for the campaign, including setting annual and multi-year goals and leading the campaign through its various stages – quiet, major gift, and public phase.
- Manage the cultivation, solicitation, and stewardship of major and planned giving donors. Identify prospects that have both the capacity and demonstrated interest in advancing the mission of the District using research tools, in-person visits, input from key stakeholders, and any available resources of the organization.
- Collaborate with existing staff to develop an integrated marketing and communications plan with clear messaging to key individuals and stakeholder groups to increase their awareness and understanding of the District's identity and brand. Customize existing fundraising materials (brochures, pamphlets, external communications, update case statement as needed, etc.) and manage the development of new materials as needed.
- Support the campaign's volunteer committee(s) by assisting with recruitment, developing talking points, and training volunteers and staff for solicitations.
- Manage the execution of appropriate donor acknowledgment, recognition, and stewardship in collaboration with staff. Assist in strategizing and implementing cultivation and recognition events.
- Other duties as assigned by the Executive Director.

## **Job Qualifications**

### Required knowledge, skills, and abilities

- A bachelor's degree in communications, natural resources, education, or related field; proven leadership abilities; and five years of professional experience.
- Experience in program management and staff supervision.
- Strong interpersonal skills and demonstrated ability to work with varied constituencies, particularly affluent and influential benefactors and prospects.
- Ability to collaborate and to develop lasting strategic partnerships.
- Proven success in achieving fundraising results, particularly in soliciting and closing major gifts.
- Ability to plan, set fundraising goals, organize, and follow-through to completion.
- Knowledge of prospect research process and current best practices in fundraising and philanthropy.
- Experience with creating and managing budgets.
- Advanced proficiency in Microsoft Suite (Word, PPT, Excel).
- Proficient in data analytics - ability to extract relevant information from data sets.
- Superior organizational and time management skills - ability to juggle multiple assignments, prioritize tasks, and meet deadlines.
- Excellent communication skills (both written and verbal) - ability to communicate effectively with staff, donors, volunteers, and other key stakeholders.
- Highly self-motivated - ability to work independently as well as collaboratively.
- Interpersonal skills, including ability to interact and engage with stakeholders at all levels, active listening skills, professionalism, courteousness, and empathy.

# Snohomish Conservation District

*working together for better ground since 1941*



528 91st Ave NE, Ste A, Lake Stevens, WA 98258-2538 425-335-5634 [www.snohomishcd.org](http://www.snohomishcd.org)

- Experience managing contracts and consultants
- Ability to deliver strategic communications to elected officials and funders

## Physical Requirements and Working Conditions

This position requires the ability to:

- Sit or stand for long periods of time in a standard work-day
- Drive a vehicle for long periods when travel is needed. Must hold a valid, unrestricted Washington State driver's license (or have the ability to acquire upon hire).
- Work in all-weather types and on uneven terrain
- Lift, pull, carry, push up to 40lbs
- Occasionally bend, twist, squat, climb, kneel/crawl, reach overhead
- Occasionally work beyond an 8-hr workday or on the weekend

## **Benefits**

The District offers a comprehensive benefits package which includes paid holidays and vacation leave time, medical, dental, life and LTD insurance through Washington State PEBB, participation in the State of Washington Retirement System (PERS), and coverage for WA Cares Fund.

## **Work Location**

The position will work out of our Lake Stevens office with the option to work remotely part of the time.

## **Application Instructions**

To apply for this position, please submit the following materials via our website at

<https://snohomishcd.org/employment>:

- Cover letter stating why you are interested in this position
- CV or resume detailing your related experience
- 1-2 page writing sample

If you have questions about applying or need accommodation during the application process, contact Sally Cunningham at [scunningham@snohomishcd.org](mailto:scunningham@snohomishcd.org) or (360) 631-6736.

Applications will be reviewed beginning January 5<sup>th</sup>, 2026. Position open until filled.

We strive to work in partnership with all, to provide equitable and accessible programming on a nondiscriminatory basis, and to continually improve how we do so. All programs and services of the Snohomish Conservation District are offered on a nondiscriminatory basis, without regard to race, color, religion, sex (including pregnancy, gender identity, and sexual orientation), national origin, age, disability, or genetic information.