



# Director of Development

Position overview, posted on March 3, 2026

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**Job Title:** Director of Development

**Reports To:** Chief Strategy & Operations Officer

**Direct Reports:** Development Operations Manager, Outreach Manager

**Job Classification:** Full Time, Exempt

**Job Location:** Seattle, Washington; hybrid (in-office and remote); residence in Washington state, and the ability to come into the office on Tuesdays and Thursdays is required.

**Schedule:** Typical weekly hours for this position are Monday through Friday, 9 AM – 5 PM

## About Us

Since 2011, Washington STEM has tackled the root causes of educational inequity and economic injustice so that learners in every corner of our state have what they need to become STEM-literate adults ready to step into in-demand, sustainable jobs. Based in Seattle, we are recognized statewide for our strengths in partnerships, data, and advocacy.

Our Values:

- Community
- Collaboration
- JEDI (Justice, Equity, Diversity, and Inclusion)
- Learning & Innovation
- Trust

To learn more about us, please visit [washingtonstem.org](http://washingtonstem.org)

## About This Position

The Director of Development (the Director) is responsible for accurately forecasting, cultivating, and closing on gifts and grants to ensure adequate revenue for the organization. The role fosters a culture of philanthropy within the organization and assures that Washington STEM's business culture, systems, and procedures support fund development and vice versa.

The Director plans, administers, and assures implementation strategies that support the organization and provides leadership and management of the direction, planning, and execution



of fundraising and development- related activities including prospect research, cultivation, solicitation, volunteer management, and stewardship and recognition strategies.

The Director shares responsibility with the Chief Executive Officer (CEO) for stewarding key philanthropic relationships. Working closely with the CEO and the Board, the Director designs and implements comprehensive and dynamic strategies and initiatives that will ensure the success of grants, individual, corporate, and foundation giving.

*The following statements are intended to describe the general nature and level of work to be performed by individuals assigned to this position. They are not a comprehensive list of all responsibilities, duties, and skills required of personnel so classified.*

## Core Functions & Responsibilities

### Fundraising Strategy and Execution (70%)

- Develop, lead, and manage effective strategies to meet revenue goals that align with overall organizational goals and priorities and contribute to financial sustainability.
- Provide general oversight of the organization's contributed revenue activities, manage the day-to-day operations of the development function, and monitor adequacy of activities through coordination with staff, appropriate committees, and the organization's board of directors.
- Actively cultivate, solicit, and steward a personal portfolio of high-capacity, transformational donors with major gift track record and/or potential from corporate, foundation, and individual sources.
- Work with the CEO and Board chair to ensure fulfillment of fund development roles amongst the board of directors and facilitate effective engagement between management and volunteers.
- Identify and build relationships with high-impact community leaders, businesses, media, thought leaders, and prospective donors.
- Lead, manage, and model best practices and systems to support stewardship throughout the donor life cycle and with a growing donor pipeline.
- Lead the team to accurately forecast and close gifts and grants to ensure adequate revenue for the organization. Support CEO and finance function to monitor cash flow with timely revenue forecasts.
- Identify and oversee resources to write grant applications, case statements, major gift and sponsorship proposals, technical reports, communication materials, and other documents as necessary to support ongoing fundraising activities.



- Create, implement, and monitor revenue Key Performance Indicators (KPI) to support internal and external dashboards, learning, improvement and reporting needs.
- Partner with program leadership to ensure processes are developed and effectively implemented to support revenue goals and outcomes.
- Serve as a co-leader on the Earned Revenue working group, tracking earned revenue opportunities as part of a holistic revenue forecast, and provide support in crafting and delivering proposals.

### **Leadership and Management of the Resource Development Team (10%)**

- Establish and consistently monitor Development Operations Manager's and Outreach Manager's goals and objectives.
- Ensure timely feedback and coaching around performance management for Resource Development Team.
- Partner with Resource Development team members to build and monitor an individual professional development plan to support career growth.
- Partner with Resource Development team members to develop team's action plans with achievable and measurable goals.
- Lead weekly team meetings and other cross-team meetings where needed to track progress and ensure Resource Development team's goals are met.
- Model a growth-and results-driven mindset by proactively measuring and reporting on progress against clear goals, assessing efficacy and productivity, and spur learning and improvement.

### **Contribute to High-Functioning Senior Leadership Team (10%)**

- Partner with CEO to develop and execute annual work plan for performance management and professional development that aligns with annual strategic plan goals.
- Partner with Senior Leadership team to develop and support Washington STEM's annual goals.
- Participate in weekly Senior Leadership team meetings.

### **Participate in Collaborative and Inclusive Culture (10%)**

- Support and train staff to strengthen their fundraising engagement while continuing to build and leverage a strong culture of philanthropy.



- Support a culture of continuous improvement and development of systems to track progress toward key goals.
- Participate in intentional learning efforts, including events and opportunities relating to understanding and dismantling institutional racism and building cultural humility.
- Contribute toward a positive, inclusive work environment, and participate actively in staff meetings and events, as required.

## About You

### Position-Specific Qualifications and Experience

- Bachelor's degree preferred or equivalent experience.
- Progressively responsible fundraising experience, including a minimum of five years in a senior director role and seven years of successful track record attracting and closing major gifts of \$100,000+.
- Proven track record of identifying, cultivating, securing, and stewarding major donor relationships (corporate and foundation fundraising experience strongly preferred).
- Proven track record of partnering with high-level boards of directors, volunteers, and organizational partners.
- Experience leading a team, with at least 5 years supervising professional staff.
- History of growing abilities of staff and encouraging increased responsibilities, team building and retention, coaching and mentoring direct reports, and enhancing workplace culture.
- Experience leading and managing concurrent projects with cross-functional teams.
- Proven ability to create innovative solutions and operate on tight timelines, independently.

### General Qualifications and Experience

- Maintain regular communication with supervisors regarding work plans and proactively seek guidance regarding priorities and timelines.
- Demonstrated experience overseeing complex or multiple projects through to success, including meeting financial goals and coordinating the work of key staff.
- Demonstrated success in accomplishing significant results via teamwork and leadership.
- Able to thrive in a collaborative and energetic work environment.



- Demonstrated commitment to JEDI (Justice, Equity, Diversity, and Inclusion).
- High professionalism and integrity when working with diverse stakeholders and handling confidential information.

### **Knowledge, Skills, and Abilities**

- Strong ability to execute work centering JEDI.
- Strong alignment with our organizational mission and values.
- Detail-oriented, with strong organizational skills to manage a continuous workflow in a high volume, multi-tasking environment that requires working through ambiguity.
- Ability to be flexible and responsive to changing priorities.
- Ability to be self-directed, take ownership, and see projects and initiatives to completion in a timely manner.
- Excellent verbal and written communication skills.
- Ability to work collaboratively, exercising good judgment, decision-making, and problem-solving to achieve shared goals.
- Proficient in Microsoft Office Suite (Word, Excel, Outlook) and online tools, such as Zoom, and Teams.
- Skilled in designing and editing presentations and materials; experience with Slack preferred.

### **Physical Requirements**

The physical demands described here are representative of those that need to be met by an employee to successfully perform the essential functions of this job:

- Able to operate a computer and other office productivity equipment; able to remain stationary at a computer for extended periods of time and move around assigned workspace.
- Ability to work in open office format. Washington STEM's office design is an open format and the noise level in the work environment is typically low to moderate.
- Ability to occasionally lift up to 25lbs.



## Compensation

The salary range for this position is between **\$118,166-\$177,250**. New hires typically start **between the minimum and mid-point of the range**. The offered salary will be commensurate with the selected candidate's experience and qualifications.

### Additional Benefits

- Employer-paid medical, dental, vision, Rx, short-term disability, long-term disability, and life insurance
- Paid time off at an accrual rate of 6.462 hours per payroll, with the accrual rate increasing with tenure
- 17 Paid holidays, including one week at the end of each calendar year
- Matching 401(k)
- Flexible spending account
- Cell phone reimbursement
- Professional development fund

## How to Apply

**To apply, please submit your resume and cover letter as two separate PDFs to [hiring@washingtonstem.org](mailto: hiring@washingtonstem.org)**. Your cover letter should express your specific interest in this role and include a statement regarding your personal commitment to equity.

Washington STEM is a proud equal opportunity employer, committed to addressing discriminatory practices, and to working toward racial equity. The equal employment opportunity policy of Washington STEM provides fair and equal opportunities for all employees and job applicants regardless of race, color, religious creed, national origin, ancestry, age, sex, gender identity, pregnancy, sexual orientation, marital status, familial status, disability, genetic information, protected veteran status, or other protected classes under the law in compliance with applicable federal, state and local law.

We are committed to an inclusive work environment and to building a team that reflects the rich diversity of our community. Women, BIPOC, individuals with disabilities, LGBTQIA+, and candidates who represent the diversity and lived experiences of the communities with which we work with are strongly encouraged to apply.