



Millionair Club
C H A R I T Y

REBUILDING LIVES, ONE JOB AT A TIME

Since its founding in 1921, the Millionair Club Charity (MCC) has operated a 501 (c)3 non-profit corporation headquartered in Seattle that utilizes a unique “jobs first” solution to poverty and homelessness. MCC accomplishes this mission with a small, tight-knit group. We encourage proactive initiative; honest open discussions; empathy among staff; with a strong dependence on a sense of humor. MCC is a casual office space that values our team members and their work-life balance, understanding that our people are our most important asset. We are proud of our staff and their work to contribute to a healthier community, which result in stories like Abi’s, which is available at <https://youtu.be/HWzmBUmlPpg>.

MCC seeks a **Director of Development** to join our team, and help many more people like Abi. They will create and oversee the implementation of a strategic approach to fundraising, including a major gifts program, annual fund, grant solicitation, planned giving, special events, and capital campaigns. The Director works closely with the Executive Director, Director of Operations, and Board of Trustees, in all development and fundraising endeavors.

Essential duties and responsibilities may include the following, although others may be assigned:

Plan fund development activities

- Collaborate with the Executive Director, Director of Operations, and Board of Trustees, to create a fund development plan which increases revenues to support the strategic direction of MCC.
- Implement all aspects of the fund development plans in accordance with ethical fundraising principles and MCC’s internal staff Guiding Principles (described in “How to Apply”).
- Monitor and evaluate all fundraising activities to ensure that the fundraising goals are being achieved.

Supervise implementation of fund development activities

- Develop and manage timelines for fundraising activities to ensure strategic plans and fundraising processes are carried out in a timely manner.
- Supervise and support development team of Major Gift Officer(s), Director of Communications, and Development Associate, to achieve fundraising goals.
- Develop policies and procedures for the development department which reflect ethical fundraising practices and MCC’s Guiding Principles (detailed in “How to Apply”).
- Supervise and collaborate with Executive Director and Major Gift Officer(s) to identify and develop corporate, community, and individual prospects for MCC’s fundraising priorities.
- Prepare and submit grant applications as outlined in the fund development plan to generate funds for MCC.
- Oversee the planning and execution of special fundraising events as specified in the fund development plan to generate funds for MCC.
- Oversee the administration of a donor list and database which respects the privacy and confidentiality of donor information.
- Supervise in-kind donations and the issuing of receipts.

Staff fund development activities

- In consultation with the Executive Director and Director of Operations, recruit, interview, and select well-qualified fund development staff that meet MCC's Guiding Principles (see "How to Apply" for list of Guiding Principles).
- Engage volunteers to assist with MCC programs, and for special fund development projects, using established volunteer management practices.
- Serve as MCC staff chairperson of a financial development committee that includes Board of Trustees members, community members, and staff. This committee meets monthly.

Manage fund development budget

- Develop and gain approval for an annual income and expenditure budget for the fund development program.
- Prepare regular reports on progress, budgets, receipts, and expenditure, related to fundraising and the management of the fund development activities.
- Monitor expenses and analyze budget reports on fund development and recommend changes as necessary.

Promote the organization

- Foster an understanding of philanthropy within MCC.
- Develop a comprehensive communication plan in collaboration with the Director of Communication, to promote the organization to its donors and maximize public awareness of the mission of the organization.
- Supervise the design, printing, and distribution of marketing and communication materials in collaboration with the Director of Communications, for brand awareness and development efforts.
- Build relationships with community stakeholders to advance the mission and fundraising goals of the organization.

Salary & Benefits

- Salary will be competitive and consistent with the candidates experience and other qualifications
- MCC offers a benefits package that includes paid vacation; holidays; sick time; parking or bus pass; health insurance (after 30 days) that includes medical, dental and vision; 403(b) retirement with matching contributions from MCC (eligible after 1,000 hours worked).

Hours

The Director of Development is an exempt salary position, based on a 40-hour work week; some weekends, evenings or holiday work may occur.

Knowledge, skills and abilities

- Bachelor's Degree required.
- Minimum 5 – 8 years of fundraising and supervisory experience.
- Exceptional management, leadership and team building skills.
- Knowledge of fundraising principles involved in strategic planning, resource allocation, human resources, volunteer management, and computer systems.

- Strong organizational skills with the ability to effectively multi-task, establish priorities, and meet deadlines.
- Excellent oral and written communication and presentation skills.
- Superior active listening, observations, analytical and problem recognition and solving skills.
- Proficiency in the use of computer for Salesforce donor database.
- DOMO software program knowledge a plus.

Reasoning ability

Ability to solve problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

Physical demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job the employee is regularly required to sit and use hands to finger, handle, or feel. The employee is required to talk and hear. The employee is occasionally required to stand and reach with hands and arms. The employee must occasionally lift and/or move up to 30 pounds. Specific vision abilities required by this job include close vision, distance vision, depth perception, and the ability to adjust focus.

Work environment

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually moderate consisting of usual business office sounds, including but not limited to computers, printers, telephones, and personnel traffic.

Location

The Millionair Cub Charity is located at 2515 Western Avenue, Seattle, 98121.

How to apply

Successful candidates should email a cover letter that illustrates how they can embrace the mission of MCC, and show how they can bring one or more of MCC's Guiding Principles into their everyday job experience, for themselves and their staff.

MCC's Guiding Principles: focus on results; bring your best self; utilize team work; take time to celebrate; hold yourself and others accountable; focus positively on the future.

Email cover letter and resume to christiner@millionairclub.org with the subject line Director of Development.

Position is open until filled.