



## Development Director Job Description

The Environmental Science Center (ESC) is committed to becoming an inclusive, anti racist, multicultural organization and creating safe and affirming outdoor classrooms for everyone in our community. We are seeking candidates who demonstrate shared values of diversity, equity, inclusion, and antiracism. Black, Indigenous, and people of color, veterans, and individuals with disabilities are strongly encouraged to apply. Employment at ESC is based wholly on qualifications, competence, experience, training and fitness for the job.

### ABOUT ESC

**The Environmental Science Center promotes environmental stewardship and academic achievement through science-based education.** Founded in 2000, the Environmental Science Center (ESC) is a non-profit organization offering experiential environmental education programs at local beaches, streams, forested areas, and in classrooms throughout south King County. Our programs increase science literacy, provide an opportunity for more diversity in STEM career fields, and increase healthy everyday choices that affect the Salish Sea. ESC recognizes that many communities in south King County – particularly Black, Indigenous, People of Color, immigrant/refugee, and low-income communities – have been systematically excluded from safe, positive outdoor experiences, and we are striving to change that. We aim to remove some of the barriers to these experiences by providing free or low-cost programs, and by working to create a safe and affirming space within our programs and in the broader community.

Our team is small but mighty at the Environmental Science Center, we have a strong belief in our mission and are driven by the work we get to do. Over the years, ESC has steadily grown the number of programs it offers promoting environmental stewardship to thousands of people through collaborations with a growing number of school districts and community-based organizations as well as speaking engagements, festivals, and workshops.

### NATURE OF THE WORK

As we grow and expand, we are looking to enhance our Development team with a Development Director. Under the direction of the Environmental Science Center's (ESC) Executive Director, the Development Director is responsible for implementation of strategies and initiatives designed to obtain support from individuals, corporations, and foundations. The Development Director will oversee all aspects of fund development, including donor cultivation and engagement, direct mail, the donor database, gift processing, donor recognition and stewardship and corporate support.



## **DUTIES AND RESPONSIBILITIES**

- Develop and execute a long term plan that includes corporate sponsorship, fundraising events, in-kind donations, and individual donor cultivation
- Cultivate and steward ongoing relationships with major donors alongside the Executive Director
- Develop compelling cases for philanthropic support and construct strategy and debriefing materials for meetings with donors and prospects
- Planning and coordination of annual fundraising event
- Oversee the Donor Cultivation Committee (volunteer-led) and the Operations Coordinator (ESC part-time staff person)
- Communicate and train ESC's staff, board, and volunteers on philanthropic efforts
- Secure philanthropic support from individuals, foundations and corporations
- Oversee organization of cultivation, stewardship, and fundraising events
- Develop and track proposals and reports for all foundation and corporate fundraising in collaboration with the Operations Coordinator
- Develop a reporting system to keep staff and board informed on goal progress
- Establish gift policies and uphold a high level of ethics in fundraising
- Actively write and manage deliverables for grants in collaboration with the Programs and Grants Director

## **KNOWLEDGE, ABILITIES AND SKILLS**

- A passion for ESC's mission
- Fundraising experience preferred
- Event planning experience
- Experience writing and managing foundation and government grants preferred
- Exceptional reasoning, problem solving and analytical skills, including an ability to translate ideas and concepts into clear actionable items
- Highly organized and self-starting with the ability to handle multiple projects and priorities with a high attention to detail
- Ability to self-manage, work independently, and work with a team
- Superb ability to communicate effectively both orally and in writing
- Demonstrated ability to use computer tools such as Excel, Word, PowerPoint, Adobe, and database programs
- Strong ability to maintain effective working relationships
- Familiarity with south King County nonprofit and philanthropic community
- Ability and willingness to work irregular hours on occasion, including some evenings and weekends

## **EDUCATION AND OR EXPERIENCE**

- 3.5 years of professional development and fundraising experience preferred



- 2 years of experience writing and managing foundation and government grants
- Demonstrated excellence in organizational, managerial, and communication skills
- Knowledge of donor database management similar to Little Green Light or Bloomerang

## **SALARY AND BENEFITS**

Compensation - \$36/hour

The Environmental Science Center offers employees a benefit package designed to enhance health, well-being and financial security. We believe in work life balance and offer flexibility with work schedules and locations. The Development Director is a 35-hour per week hybrid position with opportunities to extend hours based on experience.

Benefits include

- Fully covered medical/vision, and dental
- Flexible spending accounts with employer contributions
- 401K employer matching accounts
- 11 paid holidays
- 14 days of paid vacation and 6 days of sick leave per year

ESC is an Equal Opportunity Employer and treats all employees and volunteers in a non-discriminatory manner without regard to race, color, religion, age, sex, gender, sexual orientation, gender identity or expression, marital status, pregnancy, ancestry, national origin, disability, genetic information, or status as covered veteran in accordance with applicable federal, state, and local laws.