Senior Director of Development & Major Gifts

Position Summary

The Senior Director of Development & Major Gifts is responsible for designing and executing a comprehensive contributed revenue program while serving as the organization's lead frontline fundraiser working in tandem with the Executive Director and the Director of Annual Giving. Reporting to the Executive Director and an important member of the executive leadership team, this director role will spend the majority of their time in donor-facing work (visits, calls, proposals, and stewardship), with the remaining time focused on strategy, planning, and oversight of all development activities.

Essential Functions

1. **Major Donor Development - 65%.**
    - Drive significant growth in the major donor pool over the next two years.
    - Conduct a consistent cadence of high-quality donor contacts each week (visits, meaningful calls, and virtual meetings) meeting agreed-upon KPI's.
    - Develop customized cultivation and solicitation plans for each portfolio donor, in partnership with the Executive Director and key board members where appropriate.
    - Collaborate with ISR's Communications and Director of Annual Giving to prepare engaging donor-facing materials to inform donors of ISR's responsible use of funds and inspires support and engagement.
    - Oversee and strengthen the annual giving ladder, ensuring a constant flow of donor gifts growing up the pyramid.
2. **Development Strategy and Planning – 10%**
    - Lead the creation and annual refresh of a written development plan incorporating individual donors, events, nurturing planned giving, and digital fundraising. This plan must incorporate contributions from team members including the executive team, annual giving, communications, community engagement, and finance.
    - Participate in processes for strategic planning and brand strategy to assure consistency of message and alignment with ISR's short- and near-term growth goals.
    - Set realistic but aspirational revenue goals by stream, with clear metrics and interim milestones.
    - Monitor and report progress against goals, using simple dashboards and regular check-ins with the Executive Director and relevant board committee(s).
    - Identify growth opportunities (e.g., recovering lapsed majors, leadership annual giving, legacy giving) and propose focused initiatives to pursue them.

- Review and approve innovative fundraising approaches (peer-to-peer, social media, monthly giving) proposed and executed by the Director of Annual Giving.

3. Donor Stewardship and External Relations – 10%

- Represent ISR in the community and cultivate strong relationships with individual donors, institutional funders, community foundations, and other private sector entities throughout Island County.
- Ensure timely, accurate, and personalized acknowledgment and stewardship for all major and leadership-level donors.
- Collaborate on donor-facing communications (appeals, newsletters, impact updates, annual report), providing development strategy and consistent storytelling while leveraging existing communications capacity.
- Help design small gatherings, tours, and cultivation events which showcase ISR's programs and impact, with attention to manageable execution with limited staff resources.

4. Team Leadership and Board Engagement – 10%

- Partner with the Executive Director to plan and support their role in key donor relationships (joint visits, strategic asks, and follow-up).
- Work with board members to clarify their fundraising role, provide tools and talking points, and coordinate specific assignments for introductions and stewardship.
- Supervise, coach, and evaluate the Director of Annual Giving and other development staff, interns, or volunteers, ensuring the development team operates as an integrated program and reinforcing a culture of philanthropy across ISR.

5. Development Operations and Systems Administration – 5%

- Oversight of administrative functions in concert with Director of Annual Giving.
- Ensure use of ISR's donor management system to support portfolio management, moves-management, and accurate reporting.
- Establish and document simple processes for data entry, gift processing, acknowledgment, and donor record management.
- Recommend future staffing and contractor needs as revenue grows (e.g., development coordinator, events/logistics capacity).

Qualifications

1. A minimum of 5 years of progressive fundraising experience with demonstrated success in individual and major giving is required. Eight or more years experience, including 3 years with senior development director responsibilities, is preferred.
2. Experience in a nonprofit serving older adults or human services is preferred.
3. Proven ability to build donor trust and personally close gifts at the four- and five-figure level (and above), ideally in a small or mid-sized nonprofit.
4. CFRE certification preferred.

5. Experience designing and implementing a development plan spanning multiple revenue streams, including setting metrics, forecasting revenue, and managing a budget.
6. Comfort operating as both strategist and hands-on fundraiser in a lean environment.
7. Strong written, verbal, and storytelling skills, with the ability to translate program work into compelling donor communications.
8. Experience partnering with executive leadership and board members on donor cultivation, solicitation, and stewardship.
9. Experience supervising or mentoring development staff.
10. Experience with donor databases/CRM systems.
11. Ability to work both independently and collaboratively in a small, community-based organization.
12. Passion for ISR's mission and commitment to the dignity and independence of older adults and adults with disabilities.
13. Ability to inspire support for ISR's growth and its leadership role in the nonprofit and public policy arenas.

Personal Characteristics

- Flexible and adaptable, able to thrive in a dynamic environment.
- Creative problem-solver with strong organizational skills.
- Ethical, mission-driven, and able to inspire others.
- Strong relationship-builder and natural collaborator, both within the organization and across the community.
- Strategic visionary who can also execute tactically to achieve that vision.

Special Requirements

- Valid Washington State Driver's License with a clean driving record.
- Ability to pass a criminal background check as required by state regulations.
- Residence on Whidbey Island is preferred or the ability to be present on-site 5 days a week, with occasional evening and weekend events.

Working Conditions

This is a remote position with regular travel to ISR's service locations across Island County; most in-person meetings take place at the Langley office. The schedule is flexible, generally weekdays 8 AM–5 PM, with occasional evening or weekend commitments for events.

Compensation & Benefits

- $105-140K Salaried Exempt
- Vacation - 12 days per year (increasing to 20 days per year by 5 years)
- Holidays - 12 days per year
- Sick Leave - 12 days per year
- Paid leave for Bereavement and Jury Duty
- Health Insurance - Employer-paid Health Insurance for the employee with buy-up options available; employee-paid options are available for dependents. Employees who

opt out of the group plan because they have other minimum essential coverage may be issued cash up to $420 per month.

- Vision Insurance - Employer-paid Vision Insurance for the employee; employee-paid options are available for dependents.
- Group Term Life and Accidental Death and Dismemberment (AD&D) Insurance - up to a $10,000 benefit.
- Optional 401.
- Employee Assistance Program.
- Relocation Assistance.