



## Director of Development

### Position Description & Qualifications

#### **About the Greater Gig Harbor Foundation:**

The Greater Gig Harbor Foundation (GGHF) a 501 (c)(3) nonprofit organization, Section 509 (a)(2) public charity, is the only community foundation specifically working to meet the diverse needs of our greater Gig Harbor and Key peninsula communities. The nonprofit organization has invested more than \$5 million in grants, scholarships, land, equipment and services since 2006. At its core, the Foundation is an organization created with gifts from generous people committed to local causes. For donors, the Foundation serves as a philanthropic advisor. For the community, the Foundation serves as a grant maker and a civic leader. Through the support of its donors, volunteers and fundholders, the Foundation works to address pressing community needs.

#### **The Foundation's Mission:**

GGHF works collaboratively to build, bridge and enrich our greater Gig Harbor and Key peninsula region by raising funding, advocating for and providing support to help meet diverse community needs in five core areas – arts & culture, education, parks & environment, recreation and social capital – which are all essential to sustaining vibrant healthy communities across our peninsulas.

#### **Position Description:**

The Director of Development is a full-time contract position with the Greater Gig Harbor Foundation. The position works in collaboration with the CEO and the Board of Directors. On-going educational and professional development opportunities will be provided. This position is responsible for ensuring that the Foundation's core and administrative functions are operational and fully funded. ***Tremendous growth potential exists for the right candidate.***

The ideal candidate has a professional background in fund raising and relationship building, and a willingness to seek opportunities for collaboration with a variety community businesses, organizations and agencies. The individual must be skilled in organization, possess strong interpersonal and communication skills, and have the ability to interact professionally with donors, sponsors, businesses and the community.

#### **Position Summary:**

Key requirements of the position include working to build significant community and financial support for GGHF's community funds and programs and establishing, advancing and stewarding relationships. The Director of Development is responsible for planning, organizing, and directing the Foundation's fundraising efforts including, the major gifts program, annual fund, planned giving, special events and capital campaigns. This position reports to and works closely with the CEO and will provide support to the Board

of Directors in all development and fundraising endeavors, and understand and respond effectively to the needs of donors, and serve as an important liaison with the community.

Major activities will include developing and implementing a comprehensive fund-raising plan to identify new and creative funding opportunities, preparing grant and fund-raising proposals and solicitations, and conducting donor research. By achieving fund development goals, the Director will play a critical role in supporting the Foundation in its mission to serve the greater Gig Harbor and Key Peninsula community.

#### **QUALIFICATIONS:**

- Must embrace the mission of the Greater Gig Harbor Foundation.
- Strong interpersonal and writing skills.
- Have knowledge and experience in fund raising techniques, particularly major gift fundraising.
- Possess the skills to motivate and work with staff, board members and other volunteers.
- Have the desire to get out of the office and build external relationships.
- Be a “self-starter” and goal driven to initiate donor visits and fundraising calls.
- Be organized and exhibit “follow through” on tasks and goals.
- Display a positive attitude, show concern for people and community, demonstrate presence, self-confidence, common sense and good listening ability.
- A bachelor’s degree. Degree in business, marketing or a related field.
- Demonstrated leadership, organization and time management skills.
- Ability to manage timelines and project budgets effectively
- Capacity to manage multiple projects simultaneously
- Excellent computer skills. Regular use of Word, Excel, and PowerPoint
- 5 years minimum experience in professional fundraising.
- Demonstrated fundraising experience with commitment to goal achievement.
- Demonstrated success in marketing, donor development and other relationship building activities.

#### **ACTUAL JOB RESPONSIBILITIES:**

- Meet with prospective donors and supporters on a continual basis to establish effective communications with them.
- Grow a major gifts program including identification, cultivation and solicitation of major donors.
- Oversee grant seeking including research, proposal writing, and reporting requirements.
- Build the planned giving program with a focus on deferred gifts such as bequests.
- Direct capital campaigns and other major fundraising drives.
- Direct the annual fund program, including mailings and annual fundraising drives.
- Coordinate fund raising special events.
- Conduct ongoing prospect research.
- Direct employee fundraising drives and collaborate with other staff on fundraising efforts.
- Work closely with the Foundation’s CEO and Board of Directors.
- Make public appearances/accept speaking engagements to share information about the Greater Gig Harbor Foundation with the community.
- Staff Board Development and Fundraising Committee meetings.
- Oversee donor database systems.
- Assist in creation of publications to support fund raising activities.
- Demonstrate professional conduct at all times.
- Perform other related duties as requested.

**SALARY:** Commensurate with experience and other qualifications.

**APPLICATION:** Send your resume and letter of interest to:

Dr. Julie Ann Gustanski, [jgustanski@gigharborfoundation.org](mailto:jgustanski@gigharborfoundation.org)  
Greater Gig Harbor Foundation  
c/o Development Search Committee  
7191 Wagner Way, Suite 102  
Gig Harbor, WA 98335

Applications will be reviewed as received. Candidates selected for interview will be requested to provide references. **Position will remain open until filled.**

*The Greater Gig Harbor Foundation is an equal opportunity employer.*