

## JOB DESCRIPTION

**Position:** *Development & Communications Manager*

**Classification:** Exempt

**Recommended Salary Range:** \$47,000-\$54,000

**Date:** January 17, 2019

At **NAMI Seattle**, our vision is a world where all those impacted by mental health conditions know they are not alone, and are empowered to live their most fulfilling life. We are the local Seattle affiliate of the National Alliance on Mental Illness, working to meet unmet needs within our community through support, referral, education and outreach.

### **Summary/ Objective**

The Development & Communications Manager will facilitate efficient and effective operations in NAMI Seattle fundraising efforts, including annual appeals and membership management; support donor stewardship and special events; lead the Development Committee in partnership with the Chair; provide extraordinary customer service for NAMI Seattle's donors and volunteers. We are committed to building a team that represents the community we serve. Women, minorities, veterans, and people living with disabilities, particularly people living with a mental health condition, are encouraged to apply.

### **Essential Functions**

#### **Development and Communications**

- Create, strengthen, and maintain systems and infrastructure to secure financial support for the organization from individuals, businesses, foundations and others.
- Design and execute a comprehensive fund development strategy for NAMI Seattle including operational goal-setting, strategy implementation and the evaluation of effectiveness of philanthropy activities.
- Communicate the mission of NAMI Seattle and the philanthropic strategy with supporters, prospects, board, staff and volunteers.
- Work with the Executive Director, board and staff to increase giving to and investing in NAMI Seattle from all constituencies.
- Build a robust donor base by cultivating and maintaining long-term relationships with donors, lenders, foundations and prospects, and process gifts, create thank yous, and generate reports.
- Oversee and execute special campaigns and ongoing fundraising efforts including annual and special events such as the NAMI Walk and The Depressed Cake Shop.
- Coordinate and direct the Development Committee's activities. Leverage committee members for personalized donor communications.
- With the Executive Director, produce the agency newsletter and Annual Report.
- Work with work study and interns to maintain grants pipeline, oversee reporting and tracking, identify new grants, and develop foundation and funder relationships.
- Manage memberships, including renewals, and regular communications to members.
- Provide periodic reports to the Executive Director and others regarding philanthropic goals and progress against those goals.
- Continuously improve the philanthropy infrastructure, including technology, staff training and organizational coordination.

- Participate as a member of the Support Link call team; develop and maintain knowledge of agency programs, resources, and accomplishments.
- Create engaging content.
- Write and collect information to be disseminated on social media platforms.
- Update NAMI Seattle Website, Instagram, Facebook, Twitter and blog.
- Other duties as assigned by the Executive Director.

### **Supervision Exercised**

This role exercises direct supervision over the Development Coordinator. It may also direct and manage event volunteers, interns, and work study students.

### **Supervision Received**

Supervision is provided by the Executive Director.

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

- Demonstrated success in developing and implementing a comprehensive giving program including annual giving campaign, mid-range donor cultivation and stewardship, fundraising events, grants, corporate giving, and matching funds.
- Knowledge of and skills in operating donor management software. General computer competence and Microsoft Suite savvy.
- Excellent track record of influencing organizations through communications.

### **Competencies**

- Energetic, enthusiastic, with demonstrated ability to inspire, engage, and motivate others.
- Excellent interpersonal, verbal and written communication skills. Comfort with public speaking and representing NAMI Seattle in the community is a must.
- Ability to convey appropriate messages in a meaningful and compelling way and represent NAMI Seattle through various forms of public engagement.
- A sense of humor!
- Initiative: self-directed and goal-oriented
- Highly organized with a flare for improving systems and processes.
- Flexible, adaptable, positive, and be willing to step outside the job description and pitch in when necessary for the fulfillment of NAMI Seattle's mission and strategic priorities.
- Ability to work collaborative with diverse groups within and outside of the organization.
- Ability to travel as necessary with some evening and weekend commitments.
- Commitment to NAMI Seattle's mission and vision and familiarity with mental health and anti-stigma language.
- Common sense.

### **Position type and expected hours of work**

This is a full time, exempt position. The Development & Communications Manager is expected to work 35-37 hours a week, on times mutually agreed upon between the employee and the Executive Director.

### **Required Education and Experience**

- Bachelor's Degree (combined work experience will be considered)
- Managing and directing volunteers
- 3 to 5 years of previous development and/or nonprofit communications experience which includes at least two of the following: fundraising strategy, major gifts, donor cultivation/stewardship, grant writing.

**Benefits:**

- 12 paid holidays
- Paid sick and vacation
- Health benefits, 70% paid by organization, including vision and dental
- Professional development opportunities
- Awesome coworkers!

**TO APPLY:** Submit a cover letter and resume (both combined into ONE Word or PDF document) to [Jobs@namiseattle.org](mailto:Jobs@namiseattle.org). The priority application deadline is Sunday, January 27. Applications will be reviewed on a rolling basis. If you advance to the interview stage, you will be asked for two writing samples, including at least one grant proposal.

**EEO Statement:** NAMI Seattle is an equal opportunity employer. As such, we make employment decisions based on each person's performance, qualifications, and abilities. NAMI Seattle expressly prohibits discrimination in employment opportunities or practices on the basis of race, color, religion, sex, national origin, age, sexual orientation, gender identity, disability, veteran status, political affiliation, or any other characteristic protected by federal or state law

**Disclaimer:** This job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the Executive Director. Other duties, responsibilities and activities may change or be assigned at any time with or without notice.