

Job Announcement

Director of Development

The Market Project

Location: WA, OR, AK, ID, or MT



About the Organization

We long to see flourishing communities where trauma survivors find healing in safe workplaces and provide for themselves and their families. [The Market Project](#) is a U.S. non-profit 501(c)(3) organization. We build sustainable businesses and create workplaces that are transformative and dignity-affirming for survivors of complex trauma. We do this by creating sustainable jobs in market-based businesses for survivors of trauma, exploitation and trafficking; by offering holistic trauma care and training within the workplace; and by providing a supportive work culture that encourages mutual respect, healthy dialogue and teamwork. [Link to 3-minute video](#), The Market Project: Building Healing Workplaces.

About the Position

The Market Project is seeking a full-time Director of Development to lead donor relations and fundraising. The Director of Development is responsible for developing and executing the organization's fundraising strategy. The Director of Development will lead The Market Project's efforts to build relationships with existing and future donors and develop plans to ensure annual targets are met.

The position is available immediately. The Director must reside **in the Pacific Northwest**. Work will be conducted remotely, through in-person meetings, and through up to 25% travel. The Director of Development reports to the Executive Director.

Primary Responsibilities Include:

1. **Fundraising (60%)** Create and implement an integrated development strategy to advance and achieve the current and future strategic objectives, including:
 - a. Plan and execute donor research and major gift strategies.
 - b. Articulate TMP's messaging to all current and future funding sources including foundations, institutions, corporations, and individuals.
 - c. Identify, cultivate, and solicit major and planned gifts from individuals.
 - d. Create and maintain relationships with foundations, institutions, and corporations.
 - e. Plan and execute an annual giving program that increases both the number of donors and annual total gifts.
 - f. Plan and execute all fundraising events.
 - g. Monitor and ensure that all donor information is maintained in an accurate, punctual, and accessible format.
 - h. Actively engage individual Board members in fundraising activities.
 - i. Maintain development records and documents, and ensure compliance with federal, state, and local regulations.

2. Marketing and Communications Oversight (25%)

- a. Coordinate with Marketing staff and communications providers to produce content, development materials, and communications to support development.
- b. Ensure accuracy in descriptions, goals, and results of TMP communications.
- c. Provide regular input and feedback to marketing and communication staff.

3. Organizational Advancement (10%)

- a. Maintain a working knowledge of funding sources and significant trends in the field of development and proactively evaluate and adapt to major funding changes and new opportunities. Apply development best practices.
- b. Work with the ED and Board to help identify potential future members for the Board of Directors and Board committees.
- c. Prepare development materials for Board and Board committee meetings.
- d. Undertake additional tasks or goals as designated by the ED.

4. Budget and Financial Oversight (5%)

- a. Maintain development records and documents, and ensure compliance with federal, state, and local regulations.
- b. Work with Finance Director to ensure accuracy of required reporting for donor gifts.
- c. Attend meetings of the Board's Finance Committee in an advisory capacity.
- d. Manage the development budget.

PREFERRED QUALIFICATIONS

- 7+ years of progressive fundraising experience.
- Substantial experience implementing fundraising plans and cultivating relationships for all funding streams with a proven track record of achieving contributed income targets of \$1 million annually.
- Ability to understand, extract, and analyze data for effective prospect strategy and programmatic reporting.
- Additional skills: Networking, Persuasion, Public Speaking, Writing, Market Knowledge, and Strategic Planning.
- Personal qualities of integrity, credibility, and a commitment to The Market Project's mission and vision.
- Bachelor's degree

To apply: please submit your resume and a cover letter outlining your interest in the position to Dorothy Taft, Executive Director, dorothy.taft@marketproject.org. Selected candidates will be asked to submit writing samples and references.

Compensation: we offer a competitive salary and full benefits.