



## Director of Philanthropy

### Phinney Neighborhood Association Mission

The mission of the [Phinney Neighborhood Association \(PNA\)](#) is to build, engage, and support our diverse community through programs, services, and activities that connect neighbors and foster civic engagement.

### Position Overview

The PNA is committed to building a culture of equity and inclusion, believing that a diversity of staff, Board, and programming is essential to achieving our mission. We are looking for someone who is willing to work with *and* challenge this organization and the community to be our most respectful, accepting, and sympathetic selves.

Philanthropy has been core to the PNA mission since inception – people coming together to make their community better by contributing time, talent and treasures. PNA seeks a mission-driven, strategic, and relationship-focused Philanthropy Director to lead our fundraising, membership and volunteer strategies.

The Philanthropy Director is a member of the PNA's leadership team and is involved in implementing strategic goals, shaping organization direction, and policy development. The position reports to the Executive Director and will oversee a team of 3 regular staff: Development Associate, Membership Manager, and Volunteer Manager; And work closely with the contract capital campaign fundraiser and grant writer as needed. They will be joining a deeply committed and spirited staff and board who are dedicated to building a strong community.

### Essential Responsibilities

- Provide supervision, management, and leadership for development staff, working as a team to enhance the growth and success of PNA fundraising and community outreach efforts.
- In coordination with the development team and the Executive Director, develop and implement strategies for member, donor and sponsor cultivation, solicitation, recognition, and ongoing stewardship.
- Develop, implement, and evaluate annual fund development plan, including a major donor program and membership.
- Research, write, monitor, and report on grants as needed, in collaboration with contracted grant writers and program staff.
- Create and manage the development department budgets, ensuring both income and expense goals are met.
- Collaborate with events staff to support PNA fundraising events to provide strategic direction on fundraising and programmatic objectives of those events, and ensure key relationships and participation is aligned with philanthropy goals.
- Attend board meetings, staff the board fundraising/membership committee, and collaborate with the Executive Director and board members, managing their leadership and involvement in stewardship, solicitation, and recognition.
- Oversee the development of membership strategies to retain and broaden household and business membership base.
- Collaborate with the Marketing and Communication department on related efforts such as fundraising campaigns and events.
- Collaborate with the Business Operations department on related systems including donor database administration (Salesforce), and implementation of online payment modules (Soapbox).

### Qualifications and Experience

- Passion for the PNA's mission, a positive attitude, openness to new ideas, and a sense of humor.
- Ability to work effectively with people regardless of their age, gender expression, race, sexual orientation, ethnicity, religion, or job type—or any other factor that makes us unique.

- Commitment to contributing to a culture of diversity and inclusion.
- Minimum of five years of progressively responsible development experience in a nonprofit.
- Minimum of three years of experience in senior leadership/management roles in the nonprofit sector, including experience supervising staff, overseeing budgets, working with Board members, and managing volunteers.
- Demonstrated experience with stewarding donor and sponsor relationships, raising funds, managing special events, and securing and managing grants. Experience with capital campaigns and planned giving a plus.
- Ability to lead independently, yet interact collaboratively with colleagues, participating in and contributing to total team effort. You have the ability to serve as team player and a strong individual contributor.
- Strong interpersonal and communication skills, high emotional intelligence, able to easily develop deep, trusting relationships. Ability to shift communication style to fit the needs of a wide range of cultures, people, and organizations. You also have strong written communication skills and the ability to write compelling and succinct grant proposals and communications to members.
- Comfort with overseeing many concurrent projects, and flexibility and adaptability to shift priorities as needed, keeping the big picture and strategic goals in mind. Willingness to learn on the go.
- Expert knowledge of Microsoft Office Suite and data analysis, and experience with donor database software (Salesforce preferred).
- Ability and willingness to work outside of normal business hours on a regular basis. Ability to lift up to 25 lbs. on an occasional basis, ability to climb stairs and walk between buildings on Phinney Center campus, and access to transportation to travel locally.
- Ability to pass national criminal background check.

## Compensation

This is a 1.0 FTE (40 hr/wk) exempt and flexible position with a starting pay range of \$72,000 - \$82,000, depending on experience. Benefits include: health, vision & dental insurance; 401(k) plan with employer match; long-term disability insurance; a flexible spending account; adoption assistance; commuter benefits; Life/AD&D insurance; voluntary insurance plans; perks program; Caregiver Support & EAP programs; a free PNA household membership with reduced costs for classes and room rentals; 3 weeks personal time off the first year, increasing annually; Christmas Eve – New Year's Day off; and 8 paid holidays (total paid time off first year: 5.5 weeks). We offer a convivial, positive, and flexible working environment.

## To Apply

Please send a resume and cover letter describing how your experience, skills, and values are a fit with the Phinney Neighborhood Association. Email to [apply@phinneycenter.org](mailto:apply@phinneycenter.org). **Priority deadline is 3/31/24.** Applicants representing the diversity of our community are encouraged to apply.

## About the Phinney Neighborhood Association

The PNA is a non-profit community organization founded in 1980 with a commitment to fostering an environment where everyone is welcomed. The PNA is always listening, learning, and reflecting to meet the current and future needs of the NW Seattle community.

The PNA runs five programs across its two campuses, the Phinney Center and the Greenwood Senior Center. The PNA reaches over 50,000 people each year, has growing staff of 80+, thousands of volunteers, and an annual budget of \$4 million. The PNA is an Equal Opportunity Employer working towards a culturally diverse work place.

The Greenwood Senior Center is an inclusive community that provides social, physical, and educational activities focused around the needs of older adults. We work to fight isolation, build camaraderie, and enrich each other's lives. We provide a variety of programs for adults in the areas of fitness, the arts, technology, memory loss, social opportunities and social services, including a daily hot lunch program.