



Phinney Neighborhood Association
Community Engagement and Development Director Job Announcement, 1.0 FTE
October 7, 2020

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.

PNA seeks a mission-driven, strategic, and relationship-focused Community Engagement and Development Director. The candidate should have knowledge of the local funding landscape and possess the strategic thinking necessary to build and carry out robust short and longer-term fundraising and membership strategies. Specific areas of supervision, oversight, and leadership include: donor and member cultivation and stewardship; annual fund and major gift solicitation; sponsorships; special events; communications and marketing; grant writing; relationship building; and planning for major capital gifts as needed.

The Community Engagement and Development 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 supervise a team of seven (Communications Director, two Membership Coordinators, Volunteer Manager, Events Manager, Development Associate, and Salesforce Administrator), joining a deeply committed and spirited staff and board that are dedicated to building a strong community.

Essential Responsibilities

- Collaborate with the development team and provide supervision, management, and leadership, working together 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.
- Research and write grant proposals to foundations and government entities.
- Create and manage the development department budgets, ensuring both income and expense goals are met.
- Oversee and support of PNA fundraising events, providing input on strategic elements and program objectives of those events.
- 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.
- Oversee communications and marketing strategies. Current collateral materials include a quarterly newspaper, monthly newsletter, an annual report, targeted appeals, and all popular social media platforms.
- Oversee volunteer coordination program in collaboration with the Senior Programs Director.
- Oversee the various systems functions 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, race, sexual orientation, ethnicity, religion or job type—or any other factor that makes us unique!
- 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. Work can be a combination of remote and in-person until King County reaches phase 4.

Compensation

This is a 1.0 FTE (40 hr/wk) exempt and flexible position with a pay range of \$72,000 - \$78,000, depending on experience.

Benefits include: health insurance; 401(k) plan with employer match; long-term disability insurance; a flexible spending account; self-paid Aflac products; 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.

About the Phinney Neighborhood Association

Headquartered in a former elementary school, the PNA has developed an active community center that not only serves as a focus of the Phinney/Greenwood neighborhood, but also offers programs and activities that reach far beyond the immediate neighborhood, at five different sites in Phinney, Greenwood, and Ballard. Like all organizations, the current pandemic has had significant impacts on our organization and our ability to serve our community. We shifted activities and made some hard choices, but did so to preserve the resources that would enable us to rebuild when public health again allowed us to return to normal service levels. The PNA serves over 27,000 people each year, has 60 staff, 1,500 volunteers, and an annual budget of \$2.3 million.

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 hr@phinneycenter.org. Preference given to candidates who apply by October 28, 2020 at 5 pm Pacific time. Interviewing will begin in mid-November. All applications will be acknowledged via an email receipt.

The PNA is an Equal Opportunity Employer working towards a culturally diverse work place. We strongly encourage applications from BIPOC, immigrants and refugees, bilingual and bicultural individuals, members of the LGBTQIA+ and gender nonconforming communities, people with disabilities, people from other historically marginalized groups, and people with other diverse backgrounds and lived experiences.

Questions can be directed to Lee Harper, Interim Executive Director, at leeh@phinneycenter.org