



Job Title:	Director of Development & Community Relations
Department:	Development
Reports to:	Executive Director (ED)
Status:	Full-time, Exempt
Salary/Benefits:	\$97,000-\$107,000 DOE Benefits include: 9 paid holidays, 2 personal days, agency subsidized health & dental care, PTO, 403b retirement plan, opportunities for professional development
Team:	Development Manager, Grant Writer, Communications/Marketing Assistant, Community Engagement Lead; cross-functional partners in Programs, Finance/Accounting, Data/Impact
Location, Work Model:	Issaquah, WA; on-site (Some flexibility with work schedule, with some remote, evenings and weekend work)

About Us:

For over 35 years KidVantage has been keeping kids safe, well-nourished and healthy by providing for children’s basic needs with diapers, formula, car seats, clothing, safe sleep items and more to low-income families. The immediate, tangible assistance kids and families receive through the organization provides the tools caregivers need to care for their family, and the essentials kids need to grow up healthy. With locations in Issaquah, Shoreline, and Bremerton, KidVantage assists more than 3,000 children, ages birth through 12, each month across Central Puget Sound. KidVantage was founded in 1990 with a mission to help kids reach their full potential tomorrow by meeting basic needs today. The organization this year will supply about 6.5 million items essential items for kids in five counties.

We are committed to advancing equity through our work. We value a diverse workforce and an inclusive culture, and are committed to inclusion, diversity, equity, and access in all areas of our and workplace culture. Individuals from all cultures and communities are warmly encouraged to apply.

Principles, Beliefs

- We embrace our work with passion for our mission, vision, and commitment to core values, with a larger goal to engage the community with KidVantage.
- We articulate our story—verbally, in writing, and in all materials—with care, authenticity, professionalism, awareness of bias, and in unity.
- We are responsive with donors, volunteers, community event participants, and teammates in providing information and creating solutions, with a focus on building and maintaining long-term relationships.

- We conduct our business with the highest degree of integrity and transparency, following current best practices in fundraising.
 - We engage our board and key volunteers in ways that encourage their participation and involvement in KidVantage.
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Role Summary

The Director of Development & Community Relations (D&CR) is the organization's chief fundraiser and external engagement leader and a member of the core Administration Team. The D&CR provides strategic leadership and oversight of fundraising and revenue-generation efforts to ensure long-term organizational sustainability. This role leads the development and communications team and is responsible for designing and implementing a comprehensive, diversified fundraising plan and strategy that includes annual fund, community drives and events, donor relationship-based giving, corporate and foundation support, and special events. The position promotes a culture of philanthropy to drive social justice, with a commitment to equity while fostering a culture of engagement that values volunteers and community members as essential partners.

Key Responsibilities

Strategy, Planning & Budgeting

- Create the annual integrated plan for fundraising, community engagement, and communications, including principles, goals, tactics, beliefs, expectations, and evaluation measures
- Build the development budget across annual fund, private grants, government grants, fundraising (e.g., Thrive) and stewardship events, sponsorships, and community drives.
- Own the yearly calendar (campaigns, events, mailings, e-communications, reporting deadlines) to ensure cadence, visibility, and sustainable staff workload.
- Guide the department in planning, execution, and accountability—ensuring clear responsibilities, task & timeline docs, and cross-team coordination.

Donor Relations & Annual Fund

- Build on a solid foundation through trust-based relationships within community, including current and prospective donors, nonprofit partners, staff, board, and volunteers
- Develop and execute strategies to expand and diversify the donor pipeline with an emphasis on sustained donor growth and increased giving capacity.
- Oversee annual fund strategies, including online giving, direct mail, workplace giving, and other broad-based campaigns that strengthen community support.
- Oversee donor stewardship, ensuring timely and personalized thank-you communications.
- Establish and refine systems to evaluate fundraising effectiveness, donor engagement, and long-term trends.

Grants & Government Funding & Compliance

- Supervise the Grant Writer; with the grant writer, develop an annual grant plan with pipeline, deadlines, and targets to ensure growth and quality of presentation and continuity of information.
- Support the work of the grant writer: help shape proposals to organizational needs; review grant applications; build standard and project grant budgets.
- Manage funder relationships (family foundations and select institutional funders) in concert with Grant Writer.
- Working with Executive Director, develop proposals for city contracts (combined/independent), King County, State of Washington, and other public opportunities.
- Monitor all government contracts for compliance; work with Accounting Manager on invoicing and partner with the Data Analyst to complete all required data and narrative reports.

Events and Sponsorships

- Own the Helping Kids Thrive benefit luncheon end-to-end: goals, budget, task & timeline, theme selection, committee staffing, and board roles/expectations.
- Luncheon event work includes but is not limited to: inviting and staffing an event committee; recruiting, stewarding, and supporting table captains; developing the program (speakers, videos, script, the “ask”); writing the video/program scripts. The position is responsible for all aspect of lead gift generation and stewardship.
- Identify, cultivate, solicit, and steward corporate/business sponsors via board networks, volunteers, community drives, and outreach.
- With the Communication & Marketing Assistant, develop the annual sponsor packet (benefits & levels); ensure benefit delivery; send sponsor reports after year-end.
- Manage development and execution of any spring and/or summer fundraising events.
- In partnership with the Board Development Committee, develop and manage annual donor and volunteer stewardship event.

Communications & Marketing;

- Responsible for the oversight, planning, and implementation of a comprehensive and communications strategy to raise awareness of KidVantage as a key component in human services in the region.
- Ensures all printed, web, social media, and digital communication is brand standard, meets quality levels, adheres to organizational beliefs and values and is in alignment with fundraising priorities, volunteer engagement efforts, and organizational messaging to create a unified and compelling narrative.
- Oversees website, printed newsletter, month e-news, e-blasts, event collateral, org. material such as brochures

- Writes appeals, newsletters, executive briefings, acknowledgements, letters for ED/Board members as needed
- Responsible for the annual report; Oversees any other advertising or marketing opportunities

Community Engagement/External Relations

- Supervise the Community Engagement Lead on community collection and fundraising drives/events including High 5 Diaper Drive, Pencils & Pants, and Winter WishGivers
- Oversee creation of the annual engagement plan & calendar (e.g., Chambers, Kiwanis, EISCC).
- Serve as a public speaker at civic, faith-based, business, and community forums.
- Develop and maintain relationships with government program managers and elected officials/staff; attend required meetings; present to commissions or councils.

Board & Organizational Leadership

- Staff the Board Development Committee; prepare a monthly Development Update for the board packet. Partner 1:1 with board members on annual giving and engagement plans; support board-led fundraising and outreach.
- Serve on the Admin Team with the ED and Sr. Manager of Programs; contribute to organizational strategy; bring community insights to decision-making.
- Engage and supervise consultants & vendors

Data, Reporting & Operations

- Establish gift entry and donor acknowledgement processes and standards, work with development manager on implementation.
- Maintain development policies, procedures, and systems for evaluation and accountability.
- Ensures compliance with all relevant regulations and laws, maintains accountability standards to donors and ensures compliance with code of ethical principles and standards of professional conduct for fundraising executives.
- In support of grants, contracts, and communications, collect program-level and organizational data and produce an annual data book for board and staff.

Qualifications

Minimum

- 7–10+ years in development/fundraising, with 3–5+ years in a leadership role managing people and budgets.
- Proven success in individual giving, events, grants, sponsorships, and integrated communications.

- Strong organizational and analytical skills with the ability to plan, follow through and complete complex projects.
- Ability to adapt to changing needs and drive change across the organization.
- Ability to handle sensitive information and maintain confidentiality.
- Experience with government funding (RFPs, compliance, invoicing, outcome reporting) and foundation grants.
- Strong writing (cases, appeals, grants, scripts) and storytelling paired with ethical use of stories and data.
- Solid financial management skills with experience in fundraising and budget analysis, forecasting, and planning.
- Strong knowledge of advancement operations and donor database management systems, particularly Raiser's Edge.
- Comfort with public speaking and stakeholder stewardship (donors, board, sponsors, government).
- Availability for occasional evenings/weekends for events or donor activities.

Preferred

- Experience with King County funding (e.g., BSK, VSHSL) and municipal contracts.
- Track record leading large-scale luncheon/auction events (e.g., table captain models, paddle raise).
- Lived or professional experience related to our program communities.

Equal Opportunity

KidVantage is an Equal Opportunity Employer. Qualified candidates receive consideration for employment without discrimination based on age, ancestry, color, creed, gender identity, marital status, military status, national origin, parental status, political ideology, race, religion, sex, sexual orientation, the non-job-related presence of any sensory, mental or physical disability, or any other characteristic protected by law.

If you need accommodations during the hiring process, please contact HRAdmin@KidVantageNW.org or call 425.865.0234

How to Apply: Please send a cover letter aligning your education and experience to the job description above and send that with a current resume to: KidVantage, Dev Search, PO Box 712, Issaquah WA 98027 or HRAdmin@kidVantageNW.org

Interview process: • Phone screen interview • Virtual or in-person first panel interview, final interview in person

Closing Date: Open until filled. Priority given to those who apply by May 29.