King County Sexual Assault Resource Center seeks an experienced fund development professional to fill its newly created position of Development Officer. Working closely with the Director of Development and Strategic Initiatives, Executive Director, and Board of Directors, the Development Officer will be responsible for several KCSARC fundraising initiatives including Leadership Giving, various Campaigns, and Donor Engagement.

The Organization

King County Sexual Assault Resource Center provides sexual assault-related services for people of all ages in King County while working toward the ultimate goal of eliminating sexual violence and abuse from our communities. The agency is on the frontline with victims and their families, ensuring that all people affected by sexual assault get the treatment they need and advocacy they deserve. KCSARC is also at the forefront of change, guiding public policy development and delivering best practice education to create safer environments for everyone.

Why work at KCSARC?

- Solid history, a track record of success, and innovation to boot: The agency opened its doors in 1976, so it has a significant tenure in the field of sexual assault and a solid track record of successful program implementation, systems change, and direct service
to clients. But they are not a static service provider – they continue to innovate with new programs like Project360, addressing the intersection of sexual violence and youth homelessness. Want to dive into the details of this program and others? Visit them virtually at www.kcsarc.org.

- **Tackle some big issues**: When you work at KCSARC you are part of a challenging and rewarding experience. The agency addresses the important issues around sexual assault, as well as some of the most critical problems facing our community right now. Many of these, such as sex trafficking and homelessness, have links to sexual violence.

- **As an agency, KCSARC is committed to supporting fundraising success**: The Executive Director, 47-member staff, and 17-member Board of Directors are engaged as ambassadors, with Board and Executive Director having significant fundraising involvement.

- **Participate in the joyful – yes, joyful! – aspects of what they do**: Work at KCSARC is hopeful and life-affirming. While there is no question that sexual assault is a serious subject, KCSARC empowers victims and their families, and helps them move ahead with their lives.

- **No better team to have by your side**: KCSARC staff are positive, upbeat, talented, and passionate professionals who take pride in their work and in the role KCSARC plays in the community. The agency has a commitment to fostering workforce diversity and to encouraging innovative thinking, making for a dynamic, interesting group of people all focused on a single issue.

- **Sure, this work is important. So is your life outside of work**: Work-life balance is valued at KCSARC and most staff are able to work flexible schedules. They provide generous benefits and opportunities for professional growth, and have been voted a “Best Place to Work” by Washington CEO Magazine.

**The Position**

The newly created position of Development Officer is responsible for and implementing strategy for gifts at the leadership level (up to $5,000). The position reports to the Director of Development and Strategic Initiatives, and has significant potential for growth and leadership. The Development Officer will be the sixth member of the fundraising team which includes the Director, Donor Communications & Events Officer, Development Assistant, contract grantwriter, and a fundraising consultant providing guidance on major
gifts strategy and implementation.

The 2015 fundraising goal is $1.3 million, and the agency’s strategic plan calls for steady growth over the next few years.

The Development Officer will have the opportunity to work a flexible schedule. There are regular board and volunteer committee meetings as well as meetings with donors, prospects, and other individuals. These are scheduled throughout the county and may be held evenings or weekends.

**Compensation & Benefits**

The starting salary for the position is $65,000. A generous employee benefit plan is also included.

**Job Responsibilities**

The Development Officer is responsible for:

**Leadership Giving (gifts up to $5,000)**
- Steward and cultivate with the goal of increasing gifts
- Implement multi-year giving program
- Develop a leadership club

**Campaigns**
- Develop strategic year-round approach for the annual campaign
- Provide leadership to the annual board campaign
- Work with board chairs to implement the annual Board Challenge

**Donor Engagement**
- Through compelling and concise storytelling using different mediums (written, verbal, visual, social), communicate KCSARC’s value proposition to donors
- Develop and implement opportunities to provide a high-touch donor experience at the BE LOUD Breakfast, private gatherings, Legal Advocacy tours, and Staff Experience Tours
Candidate Requirements

The successful candidate will have the following minimum experience:

- A Bachelors Degree in a relevant field
- A proven track record of developing and implementing strategies which raised individual gifts
- Successful experience writing and creating compelling development materials, translating an organization’s work into language that speaks to a potential donor
- Experience in storytelling through different mediums (written, verbal, visual, social), a plus
- Successful experience in coaching and managing key high-level volunteers (individuals, Board committees, task forces) to be effective fundraisers, a plus
- Effectively developing and maintaining positive interpersonal relationships; ability to hear and incorporate others’ perspectives and build productive working relationships across sectors and interests
- Strong track record in exercising sound, timely judgment
- Competency in using data to inform decisions as well as creativity in problem solving
- Knowledge of Seattle/King County philanthropic community, a plus
- Demonstrated competency in a fundraising database (Raiser’s Edge a plus)
- Proficiency in MS Windows, Word, Excel, Outlook, Publisher

The successful candidate will possess the following personal attributes, skills and competencies:

- Outstanding verbal communications skills and ability to write clearly and persuasively
- A high degree of initiative
- Physical and emotional stamina combined with a “can-do” positive attitude
- Confidence in own abilities
- Project a professional image
• Ability to work effectively with a wide variety of individuals of varying backgrounds and positions within the agency and the community
• Superb attention to follow-through
• Ability to travel to offsite meetings
• Ability to work some early mornings and evenings during the work week, and occasional weekends

Timing and Application Process

The position is open until filled. However, interested candidates should submit a letter of interest and resume as soon as possible to Dave Osmer at dave@hagel.net.

All submissions will be acknowledged and will be held in strict confidence.

Contact Information

For further information, please contact: Dave Osmer, Hagel & Company, Phone: 425-643-4223, or email: dave@hagel.net.

Affirmative Action Statement

KCSARC has an affirmative action plan to include representation from the following groups: racial/ethnic minorities, sexual minorities, older persons, women and persons with disabilities.

Criminal Background Checks

The State of Washington requires criminal background checks for employees who have unsupervised access to vulnerable children or adults. KCSARC takes its responsibility to provide a safe environment and high quality services to clients with the utmost seriousness thus, background checks are required for all employees. KCSARC will not hire individuals who have been convicted of crimes against children or other persons, nor will we hire individuals who have been found by a court in a protection proceeding to have abused or financially exploited a vulnerable adult.