



Refugee Women's Alliance (ReWA) is a nationally recognized multiethnic nonprofit organization that provides award-winning services to refugee and immigrant women and their families in King and Snohomish Counties.

JOB OPENING

POSITION TITLE:	Chief Development Officer
REPORTS TO:	Executive Director
STATUS:	Non-Exempt Regular Full Time (37.5 hours per week)
SALARY:	\$90,000 to \$110,000 per year

SUMMARY:

ReWA seeks a seasoned and passionate Chief Development Officer (CDO) to provide overall leadership for the Fund Development and Communications department. This is an exempt, regular full-time position reporting to ReWA's Executive Director (ED).

The CDO is responsible for the creation, implementation, and management of a comprehensive strategic fundraising plan, which includes annual fund, major gifts, grants, corporate and foundation partnership, board giving, in kind giving, special events, and marketing/communications. They will ensure a data-informed strategy, client/people-centered culture, proper maintenance of contributor/grantor records, prudent research, cultivation and evaluation, accurate gift processing and recognition, proper stewardship, and effective organization-wide communication.

The ideal candidate will demonstrate an aptitude for developing and maintaining relationships with board members, ReWA program staff, individual contributors, corporate and foundation partners, volunteer stakeholders and other community members and mission stakeholders, ensuring transparency about measurable department progress.

The CDO leads a six-person development and marketing team, including an annual giving officer, grants manager, grant writer, development coordinator, communications officer and special events contractor. They also hire and manage ad-hoc contract interns, a collateral designer, website master, and contract grant writer.

The CDO works intimately across the organization partnering with the Executive

Director, program leadership, the fund development team, administrative staff, and ReWA's board of directors in securing ReWA's annual contributed revenue, ensuring sustainability of programs and funding of ReWA's capacity building efforts. In 2019, ReWA embarked on a diversification strategy that invests in a robust individual giving program, increasing giving from individual contributors, and decreasing our dependence on contributed and government grant funding.

ABOUT REWA:

ReWA promotes inclusion, independence, personal leadership, and strong communities by providing refugee and immigrant women and their families with culturally and linguistically appropriate services. ReWA advocates for social justice, public policy changes and equal access to services while respecting cultural values and the right to self-determination.

Our clients come from more than 70 countries across the globe, including Africa, Southeast Asia, and the Middle East. ReWA provides social services to every member of a refugee or immigrant woman's family, from infant to senior. These services, delivered in more than 50 languages and dialects, are designed to make a long-lasting impact in our clients' lives and help them thrive in the Puget Sound community.

RESPONSIBILITIES:

Meet ReWA's annual and long-term goals for resource development and community outreach by providing strong vision, leadership, partnership, planning, management, and evaluation in the following areas:

Management and Leadership

- As a member of the ReWA's leadership team, help create and maintain a values-based, high performing culture, while contributing to organization-wide strategic discussions and decision-making.
- Work closely with ED, Finance Director, leadership team, and board of directors in meeting and exceeding revenue and annual growth targets.
- Guide budget process for the fund development team maintaining strict alignment to ReWA's annual budgeting process.
- Collaborate effectively with program leadership and staff to develop mission-centric opportunities for donor cultivation and stewardship.
- Ensure effective processes, accountability, and financial controls for all fundraising efforts.
- Oversee the execution of all internal and external development and marketing activities.
- Motivate, coach, and manage the fund development team, employing coaching methodology to support team members' success, goal attainment and ongoing professional development.

- Lead the hiring process for development and communications roles, in collaboration with ReWA's ED and HR team.
- Ensure development team has the expertise, capacity, tools, and infrastructure needed for success and fill gaps as a direct contributor as necessary.

Board Development

- Expertly cultivate relationships to strengthen Board and committee partnerships.
- Provide and oversee the framework for Board fundraising training and activities on behalf of fund development.
- Collaborate with the ED and AGO to engage the board of directors and resource development committee in activities to support goal achievement.

Fundraising and Donor Relations

- Oversee, evaluate, and be accountable for all donor engagement activities and contributed revenue streams.
- Partner with ED and AGO to implement and refine a portfolio-based annual giving and major gifts programs that maximizes ReWA's relationship with key contributors and prospects for long-term success.
- In partnership with ED and board of directors, cultivate, solicit, and steward a portfolio of 25-35 individual contributors capable of giving \$1,000+.
- Oversee individual giving program, including ReWA's major gifts program
- Manage major donor portfolio, and support the ED in managing major donor/funder/partner portfolio..
- Conceive and drive strategy and vision for client/community-centered events such as ReWA's quarterly cultivation events and annual gala, including marketing, audience development, solicitation, and corporate strategies.
- Oversee development staff implementation of multi-channel annual giving campaigns, digital campaigns, and other contributor pipeline-building activities.
- Attend and leverage program-driven community engagement events and points of entry.

Institutional and Funder Relations

- In collaboration with ReWA's ED and board of directors, craft and refine a corporate partnership program to develop, maintain and grow financially and programmatically beneficial corporate relationships
- Oversee development staff execution of corporate partnership implementation
- Support ED, Grants Manager, and program directors' ability to develop, maintain and grow relationships with private foundations.
- In collaboration with ED, support and evaluate the execution of grant strategy by the Grants Manager, including private foundations and government funding contracts

Communications, Marketing and Influence Building

- Work with ED and Communications Officer to develop and execute a multifaceted community engagement and marketing strategy, particularly to support growth of the ReWA's major donor and volunteer pipelines.
- Supervise delivery of internal and external e-newsletters, annual report, outreach collateral, branding materials, website and social media content, blog content and other marketing channels.
- Partner with ED and Communications Officer to develop key messages, ensure alignment of fundraising and programmatic outreach messaging, and strengthen ReWA's storytelling capabilities
- Coordinate with ReWA's Engagement Coordinator to strengthen community partnership development, engage volunteers, and ensure in kind support from community stakeholders meets ReWA's internal capacity needs to fulfill our mission.

Other

- Will require availability on some nights and weekends

MINIMUM QUALIFICATIONS:

- Passion for ReWA's mission, vision and commitment to social justice and racial equity.
- Minimum 10 years of progressively responsible experience in fundraising, development and/or advancement (some experience in sales/marketing/business development may substitute for part of this requirement).
- Five years of experience hiring, developing, building, and managing a team, with expertise and experience at all levels.
- Minimum three years in nonprofit with an annual budget of \$10-\$14m
- Background in individual giving, major gifts, corporate giving, special events and grants with proven success growing revenue in these areas; planned giving experience a plus.
- Experience in project/program management and success in leading change.
- Experience in managing and supervising fundraising events, large and small, to success.
- Familiarity with and/or commitment to Community Centric Fundraising principals.
- Proficient in Salesforce NPSP a plus; other CRM platform(s) are okay (Salsa CRM, Raiser's Edge, Little Green Light or Microsoft Dynamics).
- Previous experience on executive leadership team of high-functioning organization with \$10M+ in revenues
- BA/BS degree and/or CFRE certification.

- Ability to work in a multiethnic environment, showing sensitivity to and respect for diversity (e.g. race and ethnicity, sexual orientation, gender identity and expression, socioeconomic status, etc.)

BENEFITS: Medical, Dental, Vision, LTD, Life insurance, vacation, sick leave, paid holidays, 403(b) plan

TO APPLY:

https://workforcenow.adp.com/jobs/apply/posting.html?client=rewa&cclid=19000101_000001&type=JS&lang=en_US

ReWA is committed to a diverse candidate pool, values and inclusive workforce and workplace environment and wishes to minimize or eliminate the impact of implicit bias during the search and hiring process. Women, minorities, and other underrepresented groups are especially encouraged to apply.

BACKGROUND CHECKS:

ReWA is committed to providing a safe and secure staff and client environment. Employment at ReWA is contingent upon a successful background check on each new employee. Candidates to whom an offer of employment is made will be required to sign a Release of Information Form authorizing ReWA to conduct a thorough background check

CLOSING DATE:

Open until filled

EQUAL OPPORTUNITY EMPLOYER

ReWA is committed to the principle of equal employment opportunity for all qualified individuals. All employment decisions are based on business needs, job requirements and individual qualifications, without regard to race, color, religion, sex (including pregnancy and gender identity), national origin, political affiliation, sexual orientation, marital status, disability, genetic information, age, membership in an employee organization, retaliation, parental status, military service, family or parental status of any other status protected by the laws or regulations in the locations where we operate.

