**Position announcement: Development Director**

The Northwest Access Fund is a non-profit Community Development Financial Institution established to promote access to technology and economic opportunity for people with disabilities. We are seeking a Development Director to develop and operate a strong and diversified fundraising program.

Reporting to the Executive Director, the Development Director will guide and implement the strategy for development activities - including individual giving, donor relations, event management, grant writing, corporate sponsorship, and special fundraising campaigns - and assist in communication activities. The Development Director must have outstanding communications skills. He or she will work closely with the Executive Director and staff on all public relations and outreach activities and provide additional support as necessary.

**Responsibilities:**

* Develop, implement, and evaluate an annual Development Plan in collaboration with the Executive Director and staff.
* Create and execute the annual development calendar and development strategies to meet organizational goals – including online fundraising strategies.
* Research grant opportunities and solicit corporate and grant funding in conjunction with Executive Director and program staff. Develop grant reporting calendar and work with staff to meet grant reporting obligations.
* Develop and manage individual giving program and build a major gifts program. Maintain and upgrade donor database in conjunction with other staff to ensure adequate data entry related to donor outreach and maintenance.
* Develop and Manage events: Design and schedule events that align with development plan; Perform outreach to event guests; create content for event related materials and work with other staff, contractors and volunteers to ensure the events’ success; Manage post-event donor stewardship; and Oversee special events geared towards major/planned-giving donors.
* Develop major communication pieces for direct mail, including appeal packages, informational pieces, and thank-you letters. Analyze direct mail pieces ROI as well as consistently increasing dollars brought in annually.
* Draft blog posts and e-mail newsletters for distribution to donors and stakeholders. Assist program and executive staff by creating copy as needed to support various initiatives.
* Work with graphic design and other professionals as needed to see projects through.
* Provide support for and participate in offsite conference presentations and tabling events.
* Work with the Chair of the Marketing and Development Committee to develop committee meeting agenda and supporting materials.
* Develop and produce annual report.

Because we are a small organization all staff members are expected to contribute to the overall success of the organization and carry out administrative, program, and development tasks as assigned.

**Individuals with disabilities are strongly urged to apply.**

**Compensation:** $43,000 - $52,000 annually for full time work, depending upon qualifications, with option of health, dental and vision benefits and SIMPLE IRA (matches up to 3% of salary). We will consider part-time work or work on a contract basis.

**Start Date:** Negotiable; target date is July 15, 2017

**Application Procedure:** Email resume and cover letter to Jack Brummel at jbrummel@nwaccessfund.org. In the cover letter, please specifically address relevant experience and reasons for your interest in this particular position.

**Questions:** Please contact Jack Brummel, Executive Director, with questions at 206-328-5116 or jbrummel@nwaccessfund.org. For more information about the organization, see [www.nwaccessfund.org](http://www.nwaccessfund.org).