



**Renton Regional Community Foundation
Development and Outreach Officer
Position Description**

Reports to: Executive Director

Hours: Exempt position; Full-time

Salary range: \$70,000- \$75,000

Benefits: Nine holidays; generous sick and vacation policy; full health and dental insurance paid; participation in a retirement plan after six months of employment, with Renton Regional Community Foundation contributing 3% of your income to the plan.

THE OPPORTUNITY

Renton Regional Community Foundation (RRCF) has been connecting donor generosity with those working to solve our area's most pressing problems since 1999. Currently managing \$16 million in assets and home to more than 70 funds, RRCF continues to actively work toward its mission: to ignite the power of philanthropy – by connecting people, ideas, and resources – to support and engage our community.

RRCF is recruiting a Development and Outreach Officer who has a successful track record of relationship and resource building and a commitment to equity. This is a new position that will join our Office Manager and Executive Director in helping to guide the organization on its trajectory of growth. Within the last couple of years, RRCF has grown its base of relationships and has created a strategic framework that prioritizes equity, harnessing community assets, inspiring philanthropy, and community engagement. This position will work on building our base of donors, fund holders, and community partners.

POSITION DESCRIPTION

The Development and Outreach Officer (DOO) works in effective and mutual partnership with the Executive Director (ED) and Board of Directors to raise funds, increase community awareness and relationships, and grow the number of funds under management at the Foundation. In addition, the DOO supports the Executive Director and may serve as her chief liaison, attending internal and external meetings as necessary for proper coordination of responsibilities.

RESPONSIBILITIES

Fundraising

- Work with the ED and Board to develop and implement a strategic and diversified fundraising plan that will guide the organization to meet ambitious fundraising goals. Monitor, evaluate and revise the plan as necessary.
- Work with affiliated professional organizations and individuals to develop a planned giving program.
- Oversee and participate in implementing the preparation of high-quality grants, individual proposals, mailings, and acknowledgements required to support ongoing fundraising activities.
- Work with the ED to identify, track, cultivate and steward major donors to ensure a stable and growing funding base.

- Oversee and manage logistics of the annual “Celebrate!” event. This includes, but is not limited to, recruiting sponsors, working with the committee and other staff to create the program, and doing outreach.
- Work with the Office Manager to create and monitor appropriate donor and potential donor record keeping systems.

New Fund Outreach and Creation

- Research and identify potential professional advisor partners (e.g. attorneys, accountants, financial advisors).
- Work with professional advisors to support their role as donor intermediaries.
- Identify and cultivate other community relationships that could lead to new funds at the Foundation.
- Respond to fund inquiries and needs as necessary.
- In partnership with the ED, represent the Foundation at the South King County Estate Planning Council events.

Communications

- Work with the ED to develop a communications strategy to promote the vision and mission of the Foundation.
- Manage content for the Foundation website, newsletters, and social media outlets.
- Manage development and distribution of Foundation collateral materials.
- Create and maintain relationships with local and regional media outlets.

QUALIFICATIONS

- A demonstrated commitment to our value around equity, dignity, and belonging – particularly racial equity – is key, and understanding how to incorporate that commitment into fundraising and communications is a plus.
- Because we are a small team, we need someone who has a minimum of four years of fund development experience.
- Strong base of knowledge of all aspects of fundraising, including foundation and corporate relations, individual giving programs, and special events.
- Experience in donor data management/systems and using analysis to inform development strategies.
- Experience in creating and implementing communications strategies.
- Ability to think strategically and develop corresponding plans of action yet maintain a focus on exceptional tactical implementation on a day-to-day basis.
- Flexible and adaptable with an innovative and creative approach to challenges and opportunities.
- A self-starter with the ability to work independently and as part of a small team in a dynamic, results-oriented environment.
- Self-awareness, emotional intelligence, and the ability to build relationships across differing views.
- Excellent written and oral communication skills, with the ability to engage and inspire a wide range of audiences.
- Demonstrated passion for the mission, vision, and values of the Foundation.
- A sense of humor!
- Reliable transportation
- Although it’s rare, the candidate must be able to work nights and weekends if needed.

Send a letter of interest and resume to LeAnne Moss at lmoss@rentonfoundation.org.

Please include "Development and Outreach Officer" in the subject line of your email. In your letter of interest, please make it a point to address the skills and experiences you bring to this role, as outlined above. We would appreciate you specifically addressing:

- Your commitment to RRCF's work and mission, particularly our value around equity, dignity, and belonging.
- Why you are interested in this role in particular.
- How your lived and professional experience would make you successful in this role.

Position is open until filled.