Director of Development
Reporting to the Baral Family Executive Director

The Holocaust Center for Humanity teaches the lessons of the Holocaust, inspiring students of all ages to confront bigotry and indifference, promote human dignity, and take action.

After 32 years of confronting bigotry and hate through education, the Holocaust Center for Humanity is positioned to address today’s most profound and challenging issues. Teachers, students, and communities turn to our Center as a way to learn from the past, take action against racism, and promote a more civil society.

The Director of Development is a member of the Center’s leadership team, supported by a strategic board, an active Development Committee, a successful annual fundraising campaign, dramatic program growth and a new three year strategic plan.

The Holocaust Center for Humanity affirms that attracting, supporting, and embracing a diverse community is critical to fulfilling its mission of educating students and the general public. We seek out staff of all backgrounds in order to reflect our diverse and multicultural society.

Responsibilities:

The Director of Development shapes the fundraising strategy for the Center and leads the Board and staff to ensure that funding objectives are achieved.

The Director of Development reports to the Baral Family Executive Director. Responsibilities include but are not limited to:

- Plan development policies and procedures;
- Maintain a culture of philanthropy across the organization, engaging board members, the Development Committee, the Executive Director, staff, and volunteers;
- Maintain and grow a major gifts program including stewardship, and prospect cultivation;
- Manage a personal portfolio of 100+ major donors and prospects and support the Executive Director and other key staff in the management of their portfolios;
- Supervise the Development Officer and Development & Grants Associate
- Plan, manage and implement the Center’s annual major fundraiser, Voices for Humanity;
- Work with the Communications Manager to develop solicitation materials, campaign ads, and coordinate communications;
- Implement and oversee a growing Planned Giving Program, including planning and execution of small stewardship events for the Legacy Circle
- Analyze fundraising trends and present reports as needed;
- Plan and facilitate donor stewardship and cultivation events and museum tours throughout the year;
- Work with Sr. Operations and Engagement Officer to ensure gift data collection, donor information, and acknowledgements are timely;
- Maintain a working knowledge of data collection and reporting software;
- Other duties as needed.

**Qualifications:**
The qualifying candidate for this position must have a thorough knowledge of the principles and practices of all aspects of nonprofit development including:

- A sincere interest and belief in the transformative power of education with a commitment to the mission, and values of the Holocaust Center for Humanity;
- A Bachelor’s degree and 5+ years nonprofit development experience including closing and stewarding major gift solicitation;
- Track record of setting and meeting fundraising goals;
- Excellent written and verbal communication skills;
- Comfort and experience with donor database software;
- Maintain a high level of confidentiality at all times, have strong interpersonal skills, and a good sense of humor.

Note: Under the provisions of the Immigration and Reform Act of 1986, the successful candidate will be required to provide evidence of identity and eligibility for employment.

**Salary and Benefits**

Duration full-time
Salary Range: $100,000 to $140,000
Benefits: Medical, Dental, Vision, 401K

**Application Process**

Applicants should submit a resume along with a letter of interest to Dee@HolocaustCenterSeattle.org.