



## **Director of Advancement 2023**

### **THE ORGANIZATION**

Are you inspired by the idea of using your professional skills to directly benefit people? We are seeking highly motivated and high performing professionals to add to our growing team. Our work environment is positive, caring, collaborative, solution-oriented, focused on equity, belonging and fun.

Imagine Housing is the primary developer of permanent affordable rental housing in East King County, Washington. We are a leader in providing person-centered, strengths-based supportive services including case management, resource referrals and community building events at our properties. Our organization is aware of the needs of diverse communities and is committed to cross-cultural competence. Imagine Housing empowers individuals and families, supports diversity, and strengthens communities. We make it possible for individuals and families with low incomes, veterans, seniors, survivors of domestic violence, children, and young adults aging out of foster care, to live and thrive on the Eastside.

Imagine Housing has an excellent reputation throughout the Puget Sound region for our commitment to increasing the availability of affordable housing and for our leadership in affordable housing advocacy. Achieving 35 years in the community, we now provide 640 affordable apartments in six Eastside cities serving more than 1,400 individuals and families with low incomes each year.

### **POSITION OVERVIEW**

Imagine Housing is seeking a proven fundraiser and leader to join its Leadership Team and serve as the next Director of Advancement. The Director of Advancement reports to the Executive Director and, directs the fund development and communications/public engagement efforts. With a primary focus on funder engagement, the Director of Advancement leads an advancement team of four by developing and leading organizational advancement efforts. The advancement team serves to engage current and new supporters, increase financial investment in Imagine Housing, and build an increasingly strong and diverse network of stakeholders across the region. As the chief fundraiser for Imagine Housing, the Director of Advancement spends considerable time strategizing with the Executive Director and Board on fundraising efforts and engages directly with funders, partners, and prospects across the county. The Director of Advancement represents Imagine Housing publicly as an extension of Imagine Housing's executive office to secure major and transformational gifts for our work. As part of this capacity, the Director of Advancement is expected to cultivate and request major contributions in partnership with organizational leadership.

The Director of Advancement will collaborate directly with the Board of Directors, Imagine Housing's leadership team (Executive Director, Director of Real Estate Development, Director Finance, Director of People and Culture, Director of Resident Programs, and Director of Asset Management), to set and achieve annual and long-range fundraising goals. In addition, the Director of Advancement regularly

engages with program staff to support funding needs and priorities and manages relationships with external communications and public relations contractors to ensure consistent branding and concise messaging., and

## **JOB DUTIES**

- Fundraises from public and private sources, Stewardship, and External Communications
- Develops and oversees implementation of Development Plan in consultation with leadership and advancement teams.
- Manages a portfolio of donors and prospective major donors across the region by leading in cultivation, solicitation, and stewardship; maintains current documentation of activity.
- Develops and strengthens relationships with individuals, corporations, government agencies, and foundations.
- Meets in-person and virtually to develop relationships and cultivate donors in in the region.
- Delegates and oversees creation of donor-related materials including print and electronic appeals, stewardship communication, and meeting packets.
- Collaborates with Imagine Housing leadership team to coordinate baseline annual fundraising targets with organizational strategic objectives and budget.
- Provides timely notice to the finance team of impending gift requests to ensure clear path of accounting and procedures.
- Conducts and records outcome of measurable number of face-to-face visits with donor prospects to solicit major and planned gifts.
- Prepares or delegates preparation of written and verbal proposals, concept and informational materials, endowment and planned giving agreements, and other materials needed to secure major gifts in collaboration with colleagues, as appropriate.
- Solicits a measurable number of major gifts annually—in collaboration with Executive Director when necessary—while growing a pipeline of new opportunities to support future major gift solicitations.
- Represents organization publicly when Executive Director cannot to strategically grow community stakeholders, working with other staff to coordinate strategic meetings and small-scale events as needed.
- In coordination with Executive Director, creates opportunities to increase the visibility of Imagine Housing across the region through strategic partnerships, events, and special initiatives as schedule and budget permit.

## **MANAGEMENT**

- Coaches, supervises, and evaluates advancement team of 4 and ensures staff members have the tools needed to accomplish their jobs.
- Provides guidance to reports and tracks performance against development plan.
- Communicates regularly with advancement team to strategize about status of stewardship, prospecting, proposals, and appeals; evaluates areas needing focus and growth.
- Contributes approximately 10% of time to collaborative opportunities across the organization.
- Explores new ideas through professional growth opportunities.
- Participates actively in leadership team meetings to strategize and position the organization for the future.

- Meets regularly with Board members to cultivate and solicit for major gifts for organization work and to grow our network of new investors.
- Coordinates meetings every other month with Advancement Committee Chair(s) and prepares Board Advancement Committee activities, reports, and meeting agendas.

## **EXPERIENCE**

- At least 5 years of relevant experience.
- Personal track record of success in reaching and exceeding fundraising goals.
- Proven ability to establish objectives, set performance standards, and organize and motivate a team to achieve goals.
- Experience hiring, mentoring, and retaining staff.
- Demonstrated project management, organization, delegation, and prioritization skills.
- Experience motivating and collaborating successfully with volunteers.
- Strong communication skills, both oral and written.
- Interpersonal Characteristics
- Exceptional interpersonal skills and the ability to develop relationships of trust and respect with development staff, colleagues, volunteers, and donors.
- Commitment to building a welcoming, inclusive, and equitable community where all people can thrive.

## **ADDITIONAL INFO**

Applications should include a resume, letter of interest, diversity statement, and contact information for at least 3 references. The search will be carried out with full confidentiality.

## **BENEFITS**

Excellent benefits including 100% company paid health, dental, vision, and life insurance; flexible spending account, PTO, observed and floating holidays; 401(k) matching contributions and opportunities for professional development.

## **WORK SCHEDULE**

Position is a full time, exempt. Evening and/or weekend hours may be required. Regular in office presence is required.

## **TO APPLY**

Please email resume and cover letter to [eunices@imaginehousing.org](mailto:eunices@imaginehousing.org) Cover letter should include how you learned of this position, why you are an ideal candidate, and your salary expectations.

If you have any questions, please call Eunice Springs at (425) 521-5202.

For more information on Imagine Housing, go to [www.imaginehousing.org](http://www.imaginehousing.org)

**EQUAL  
OPPORTUNITY  
EMPLOYER**

Imagine Housing provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state, or local laws.

This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, compensation, promotion, supervision, transfer, training, benefits, leave of absence, layoff, and termination.



Imagine Housing is committed to working with and providing reasonable accommodations to individuals with disabilities. If you need a reasonable accommodation because of a disability for any part of the employment process, please call (425) 521-5202 or send an e-mail to [eunices@imaginehousing.org](mailto:eunices@imaginehousing.org) and let us know the nature of your request and your contact information.

For more information on Imagine Housing, visit [www.imaginehousing.org](http://www.imaginehousing.org)

***PLEASE NOTE: This position description generally describes the principal functions of the role and the level of knowledge, expertise and practice typically required; it is not designed to contain a comprehensive listing of activities or responsibilities. In addition, this position description does not constitute an employment agreement between the employer and employee and is subject to modification with or without notice.***