



JOB DESCRIPTION

Job Title: Senior Fund Development Officer
Reports To: CEO
Revision Date: October 2008

POSITION SUMMARY:

This position is responsible for directing ongoing fundraising activities and overseeing external affairs. The Senior Fund Development Officer will identify and cultivate new strategic partnerships and funding opportunities for Impact Capital, especially with corporations and foundations. This position will work with the Chair of the Fund Development & Communications Committee as well as other Board members. They will play a lead role in working with the CEO and other senior management to diversify and expand the donor base.

The Senior Fund Development Officer will work with a team of other staff members as a member of the Senior Management team and will report directly to the Chief Executive Officer. The responsibilities include the following:

ESSENTIAL DUTIES AND RESPONSIBILITIES

She/He will:

- Create and implement an overall strategy for development activities that cultivates new donors and maintains strong relationships with existing donors.
- Help design and execute new resource development strategies that capture the imagination of funders so that Impact Capital can grow and diversify its funding base and meet its fundraising goals;
- Work with other departments and management to identify trends, new sectors, and innovative program ideas, and lead the effort to match these with potential funders;
- Understand the resource development needs of both new and expanding sectors of work and fundraise for them by developing approaches to new funders including researching funding prospects, identifying connections, and writing concepts/proposals that target funder interest;
- Develop and communicate the strategies for individual funders and write large proposals;
- Provide stewardship of funding relationships including reporting, compliance and donor events.
- Participate in creating presentations, briefs and progress reports for new and current funders; and
- Work with staff and communications consultants in helping to promote strategic alliances.

KNOWLEDGE, QUALIFICATIONS AND EXPERIENCE

A combination of the experience, education, and training listed below which provides an equivalent background to perform the work of this position.

Knowledge of:

- Grant writing proposals and/or overseeing and editing grant writing by other staff or outside consultants.
- Philanthropic industry including giving by financial industry, corporate sectors, and foundations.
- Complex fund development systems with both short and long term solutions.
- Incentive programs including the federal Community Reinvestment Act (CRA) and the Bank Enterprise Awards (BEA) program of the U.S. Treasury Dept.

Qualifications:

- A proven and demonstrated level of success in fundraising efforts, including experience cultivating and soliciting major donors, foundations and private corporations in support of program and operational activities;
- Self-starter with at least three to five years of experience working in a complex fundraising operation;
- Intellectual agility and demonstrated ability to think strategically;
- Ability to perform across the fundraising spectrum including prospect identification, proposal writing, and donor stewardship;
- Experience working with nonprofit community-based organizations and knowledge of affordable housing or community development preferred; basic finance and banking terminology is a plus;
- Excellent research, writing, analytical, and organizational skills, including an ability to write outstanding grant proposals;
- Capacity to simultaneously work on multiple tasks and projects, and set priorities for a challenging workload;
- Positive, detail- and solution-oriented; and
- Ability to collaborate effectively with a wide range of managers and staff.
- Advise Impact Capital on fundraising implications of program decisions.
- Identify funding opportunities in support of general program requirements, and advise on new funding opportunities that might lead to new program initiatives.

Experience

Three to five years of demonstrated fundraising experience with nonprofit organizations as grant seeker or grantmaker required. Excellent written and verbal communication skills, computer skills and strong organization skills are also necessary. Familiarity with the community development field, the banking and financial services industry, and the world of foundations would also be useful.

Education

Bachelor's degree required; Masters degree in finance, business administration, urban planning, public administration or similar field preferred. Additional relevant work experience may be substituted.

PHYSICAL DEMANDS / WORKING CONDITIONS

The physical demands and characteristics of the work environment described here are representative of those occurring in the performance of the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the essential functions of this job, the employee is frequently required to stand; walk; sit; use hands to finger, handle, or feel objects, tools, or controls; and talk or hear. The employee is occasionally required to reach with hands and arms and stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move up to 20 pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception, and the ability to adjust focus.

This position works in an office, and the noise level in the work environment is usually low to moderate. While performing the duties of this job, the employee is occasionally exposed to toxic or caustic chemicals, i.e. copier toner.

This position description generally describes the principle functions of the position and the level of knowledge and skills typically required. It does not constitute an employment agreement between the employer and employee, and it is subject to change as the needs of the employer and the requirements of the job change.

How to Apply

Please send your resume with cover letter, three professional and three personal references to Jessica Gimse at jessica@impactcapital.org.

About Impact Capital

Impact Capital is a nonprofit community development financial institution (CDFI) focused on the development of affordable housing and commercial / community facility space across the State of Washington. Founded as the Puget Sound office of LISC in 1982, Impact Capital is the product of a merger between LISC, the Washington Community Development Loan Fund (WCDFL), and the Seattle Community Development Collaborative (SCDC) in 2000.

Since its inception, Impact Capital has committed almost \$92 million in grants and low-interest loans to more than 100 community development organizations. This \$92 million has resulted in the production of roughly 17,260 units of affordable housing and 1.2 million square feet of commercial and community facility space worth almost 2.1 billion. In short, every \$1 raised and committed by Impact Capital resulted in \$22 in community development real estate.

About LISC

Now active in 35 cities around the country, the Local Initiatives Support Corporation (LISC) is the nation’s leading nonprofit support organization in the affordable housing and community development field. Founded in 1980 in New York with seed money from the Ford Foundation and several Fortune 500 companies, LISC uses a variety of tools and programs to support community development efforts. LISC provides low-interest loans, grants, training and technical assistance to support organizational development, community and economic development programs, and “bricks and mortar” projects developed by nonprofit community development organizations. LISC’s support for neighborhood development programs is wide-ranging and includes its work on neighborhood commercial corridors, playing fields, and community-serving facilities such as health clinics, child care centers, and nonprofit space.