



## **Fund Development Director Job Description**

Densho seeks a Fund Development Director to grow our donor network and fundraising initiatives nationally. The successful candidate will be responsible for developing Densho's fundraising campaigns and events, communicating with current and prospective donors, and building a strong development team. This position involves managing individual and corporate gifts as well as planned and annual giving campaigns. If you have a strong background in nonprofit fundraising and development, we encourage you to apply.

The Fund Development Director will report to and work closely with the Executive Director, engage with the Densho Board, and manage a team including a Fund Development Manager and a Fund Development Assistant. Remote working will be considered for this position although working in Seattle, where Densho is based, is preferred.

### **Duties and Responsibilities**

- Elevate and scale Densho's annual fundraising program nationally, especially in California
- Identify and partner with prospective individual and corporate donors to develop strategies that support Densho's mission
- Cultivate ongoing trusted relationships with private and corporate donors
- Collaborate with staff on the management and planning of fundraising events and donor events
- Develop and oversee online and print fundraising campaigns in collaboration with our communications team
- Lead Densho's fund development team and fundraising volunteers

### **Experience and Qualifications**

- Strong leadership, project management and team building skills, including the ability to design clear processes and a detail-oriented yet flexible approach to problem solving
- Ability to work effectively and collaboratively with internal and external stakeholders
- Proven ability to partner and influence across diverse groups to help drive strategy and increase results
- Experience building a major gifts program and soliciting major gifts
- Experience creating a national or regional network of donors
- Experience creating and maintaining effective volunteer fundraising committees
- Experience creating online and print fundraising campaigns
- Excellent written and verbal communication skills, including the ability to write persuasively in clear and concise language, and the ability to speak with enthusiasm to diverse audiences
- Proficiency with Salesforce for Nonprofits or other donor database software

- Proficiency in the use of software programs for word processing, databases, spreadsheets, email and internet
- Familiarity with Japanese American communities
- Familiarity with Japanese American history and its relationship to justice and equity today

### **Compensation and Benefits**

This is a full-time position that requires a willingness to work some evenings and weekends, as well as occasional travel. The anticipated salary range for the position is \$75,000 to \$85,000. Densho offers a generous benefits package including: excellent health, vision and dental plans; 3% employer retirement contributions; paid vacation; and parental and health-related leave.

### **How to Apply**

Please apply online by submitting your cover letter and resume in a single PDF document via email to [jobs@densho.org](mailto:jobs@densho.org). Please put "Fund Development Director" in the subject line. In your cover letter, please describe your particular interest in Densho and your qualifications for the Fund Development Director position. Questions may be directed to Dana Hoshide at [dana.hoshide@densho.org](mailto:dana.hoshide@densho.org). All applications will be confidential within the hiring team and given serious consideration as soon as they are received. Job interviews will begin in early April and continue until the position is filled.

Densho is an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, religion, sex, sexual orientation, age, ancestry, color, family or medical care leave, gender identity or expression, genetic information, marital status, medical condition, national origin, physical or mental disability, political affiliation, protected veteran status, or any other characteristic protected by applicable federal, state, and local laws. Densho is committed to providing a work environment free from discrimination and harassment.

### **About Densho**

Founded in 1996, Densho is a trailblazer in the use of digital technology to preserve, share, and document the stories of Japanese Americans who were incarcerated during World War II. The mission of Densho is to preserve and share the history of the WWII incarceration of Japanese Americans to promote equity and justice today. Densho's public website offers irreplaceable firsthand accounts, coupled with historical materials and educational resources to explore principles of democracy, and promote equal justice for all. Linking the past to the present, Densho creates awareness of the fear of others and scapegoating and works to solve these and related problems. Moreover, its online historical content will become more important as online learning increases and many museums begin disappearing because of diminishing visitors. The lessons learned from the World War II mass removal and incarceration of Japanese Americans are needed today more than ever. We need your help to amplify these lessons of what can happen in our country in an environment of fear, racism, and failure of political leadership.