



## **Director of Development**

### **Job Description**

#### **About Densho**

Densho is a nonprofit organization and community archives dedicated to preserving and sharing the history of Japanese American WWII incarceration to promote equity and justice today. Founded in 1996, Densho provides the most comprehensive online resource available on this important history. Through our extensive digital archives, online encyclopedia, and other educational resources, we aim to deepen public understanding, foster dialogue and critical thinking, and educate future generations to help build a more equitable and just society.

The Director of Development plays a key role in driving Densho's fundraising initiatives to support a \$2M and growing budget and is a key thought partner and member of Densho's leadership team. In 2022, Densho's founding executive director Tom Ikeda retired, marking a new chapter in our organization's journey. We seek a strategic, creative, and hands-on individual who will assume leadership to drive Densho's fundraising and work collaboratively with the Executive Director, staff and Board of Directors. The organization is financially sound and this is an exciting time to join our team as we expand our impact to help shape a more equitable and just society through history and education.

#### **Position Overview**

The Director of Development is responsible for providing strategic leadership to Densho, serving as a trusted partner to the Executive Director, and shaping and overseeing the execution of Densho's overall fundraising strategy. The Director of Development will cast a compelling development vision and demonstrate a path to achieve that vision, ensuring the ongoing financial and operational sustainability of Densho.

#### **Key Responsibilities**

- Design, implement, and oversee Densho's fundraising plan for meeting annual organizational budget goals with a budget of over \$2M (includes annual appeals, special events, online campaigns, major gifts, foundation & government grants, & planned giving);
- Oversee Densho's communication strategies to cultivate, inform, and maintain robust relationships with donors, partners, and stakeholders;
- Create and manage personalized cultivation and solicitation plans for a portfolio of major donors and prospects and support the Executive Director and other key staff in the management of their respective portfolios;

- Supervise and mentor Development staff and assist in setting goals and benchmarks for success in their roles;
- Ensure timely and effective grants management, including research, the preparation of proposals, LOIs & applications, stewarding existing foundation donors, and compliance with reporting requirements;
- Implement and oversee a growing Planned Giving Program, including planning and execution of small stewardship events for the Legacy Circle;
- Work with Marketing Manager to develop solicitation materials, campaign ads, and coordinate communications;
- Maintain a culture of philanthropy across the organization, engaging board members, the Development Committee, the Executive Director, staff, and volunteers;
- Plan and facilitate donor stewardship and cultivation events throughout the year - including planning and managing Densho's annual major fundraiser;
- Plan & implement development policies and procedures, including ensuring that gift data collection, donor information, and acknowledgements are timely;
- Participate in organizational meetings, attend community events, and contribute to strengthening the deep roots within our community, both internally and externally;
- Provide briefings and reports as needed to the Executive Director, senior leadership, Board of Directors, and supporters;
- Other duties as needed.

### **Required Qualifications**

Below are the competencies that will help an individual succeed in this role. All staff are expected to support Densho's efforts to cultivate a respectful, collegial, and inclusive work environment:

- Strong commitment to Densho's mission and values.
- Bachelor's degree and minimum of 5+ years nonprofit fundraising experience, including: individual giving, annual appeals, events, and closing & stewarding major gifts.
- Strong management skills - Experience hiring, supervising, and managing staff.
- Ability to maintain a high level of confidentiality.
- Exhibits excellent interpersonal skills with demonstrated ability to build and cultivate internal & external relationships and community partnerships.
- Strong strategic thinker with excellent organizational and project management skills with relevant experience with donor database software.

- Strong written and verbal communication skills.
- Collaborative, adaptable, and works well in a team environment.
- Ability to travel, and to work some evenings and weekends. Travel will be required for donor meetings, fundraising events, etc.

### **Preferred Qualifications and Experience**

- Substantial experience in nonprofit fundraising.
- Lived experience and/or familiarity working with AAPI communities.
- Positive attitude and proactive approach to problem-solving.
- It is preferred that the candidate live near Seattle, Washington. A highly-qualified remote candidate would be considered if they live outside of the Seattle area but within the State of Washington, or near Los Angeles, California.

### **Compensation and Benefits**

- Reports to: Executive Director
- Location: This position offers the flexibility of being a hybrid role or it can be a fully on-site position at Densho's office in Seattle's Chinatown-International District.
- Status: Full-time
- Compensation and Benefits: Salary is commensurate with relevant experience. The salary range for this role is 100,000 -120,000 (DOE). Densho offers a generous benefits package including health, vision and dental plans; Retirement plan matched 50 cents on the dollar up to 6%; PTO starting at 17 days per year; parental and health-related leave, and 12 paid holidays. In addition, Densho provides a collaborative and inclusive work environment, opportunities for staff development and professional growth, and meaningful and impactful work.

### **Application & Hiring Process**

Please include the following in a single file PDF, emailed to [jobs@densho.org](mailto:jobs@densho.org). **The deadline for applications is Friday, September 6, 2024.**

- Please carefully review the required and desired qualifications in the job description to include a resume that reflects your experience in nonprofit fund development and a compelling cover letter that demonstrates why you are interested in this position.
- If you move forward with the process, we will be asking for 2-3 references. A criminal history background check will be conducted on the final candidate prior to beginning employment. A criminal background will not automatically eliminate you from consideration.

**Accessibility Accommodation**

Densho provides accommodations, upon request, for candidates with disabilities during the application, interview, and hiring process - including options like alternate formats or interpretation services during the interview.

**Equal Opportunity Employer**

Densho is an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, religion, 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.

Densho values the diversity of the people we hire and serve. Inclusion and diversity at Densho means cultivating a workplace in which individual differences are recognized, appreciated, respected and responded to in ways that fully develop and utilize each person's talents and strengths.