

Director of Development

Operation Ward 57

OPPORTUNITY: Director of Development

WHERE: Seattle/Tacoma/Spanaway and/or Washington & Washington DC/Maryland/Virginia

LENGTH: Hours are flexible and may require work on weekends and around holidays

SALARY: None – Volunteer, Internships Available

JOB DUTIES: The Director of Development is responsible for:

- Developing and implementing the fundraising strategies for Operation Ward 57. The Director of Development will work with the Executive Director and Board of Directors to set priorities, goals, and budgets as related to fundraising, and work to diversify efforts with a multi-year focus.
- Researching and identifying potential donors, and cultivating relationships with current donors through personal communication, as well as via prepared presentations for key stakeholders.
- The Director of Development is also responsible for identifying relevant grants, and submitting competitive written proposals on behalf of the organization.

EDUCATION AND EXPERIENCE:

- Previous experience managing and implementing a fundraising program, including digital approaches.
- Demonstrated ability in grant and proposal-writing skills.
- Demonstrated experience and effectiveness in prospect identification, relationship building, and solicitation.
- Excellent written and oral communication skills in English.

SKILLS DESIRED:

- Outgoing and well spoken
- A go-getter/pleasant personality
- Creative and detail – oriented
- Ability to exercise good judgment
- Ability to follow instructions and also work independently
- A commitment to giving back to the nation's wounded veterans

Please submit resume and cover letter to volunteer@operationward57.org and include DIRECTOR OF DEVELOPMENT in the subject line; or mail to Operation Ward 57, PO Box 80055, Seattle, WA 98108. No phone calls please. Applicants are encouraged to respond as soon as possible.

www.operationward57.org