



## **Part-Time Development Manager - Seattle**

### **Mission:**

We change lives and communities by custom designing and fully furnishing home interiors for individuals, families and veterans emerging from homelessness.

### **Vision:**

We create dignity through design. A house is not a home without a warm bed and a place to gather with family. Our home makeovers change an entire mindset, generating an immediate focus on self-empowerment and long-term stability. Humble Design sets families on a course toward a bright and hopeful future.

### **Purpose:**

Founded in 2009, Humble Design has transformed the lives of over 9,000 individuals emerging from homelessness. Our typical client has secured permanent housing but may only have an air mattress and a few dishes when they move in. We provide a personalized design service, then fully furnish their empty space using donated furniture and furnishings. We currently operate in Detroit, Chicago, Cleveland, San Diego and Seattle. The dedication of our volunteers, staff, donors and agency partners helps us to address an unmet need in the continuum of care for families experiencing homelessness in the United States.

### **The Role:**

Plans, directs, and coordinates all Humble Design Seattle development activities, major fundraising activities, and special projects, by performing the following duties personally or in collaboration with employees and volunteers. The development role focuses on raising money for Humble Design. This person will generate and cultivate corporate relationships, assist the National Team with corporate sponsorship solicitation, work alongside the local board with new business opportunities, and assist with grant writing.

This role requires leadership, management, fundraising, communications, planning, strategizing, problem-solving, and whatever else is needed. Overall leadership and responsibility for the fundraising efforts in partnership with the city advisory board, varying according to the financial plan for Humble Design Seattle.

**Responsibilities:**

- Responsible for all fundraising efforts from individuals, foundations, grants, events, and corporations.
- Establish short- and long-range goals for unrestricted funding sources.
- Research public and private grant sources (agencies, corporations, and foundations) to identify sources of funding.
- Organize individual donor campaigns (e.g., major donors, direct mail, and board of trustees).
- Major Gift/Donor Support – Produce major donor, board, and special category solicitations/support materials with the intent to retain or upgrade gifts when possible.
- Cultivate donors by producing specialized correspondences, preparing letters of acknowledgment, scheduling, and attending in-person visits.
- Research and solicit corporate opportunities for funding/sponsorships
- Provide vision and scope in problem-solving and planning for financial goals and execution of goals.
- Charismatically communicate, both internally and externally, the vision and growth plan for the city's financial expansion.
- Maintain flexibility in leadership style, considering feedback from the advisory board, volunteers, and employees.
- Ensure that Humble Design Seattle is aligned with National long-term goals. Meeting and/or exceeding the city's financial goals.
- Expand fundraising efforts by garnering new opportunities, cultivating relationships with potential funders, grantors, foundations and stewarding existing donors.
- Be a face and a good ambassador of Humble Design in the community.
- Solicit for corporate sponsorships for events.
- Work with planning committees with each event.

- Schedule: 20 hours/week
  - Combination of in-person and remote work
  - Days/hours flexible; to be negotiated during hiring process and adjusted as needed
  - Occasional evening or weekend events as requested and available
- Compensation: \$25-\$28 hourly (\$26,000-\$30,000 Annually)
- The ideal candidate will:
  - Have a minimum of 3-5 years experience in philanthropy/fundraising
  - Preferably, have a degree with a concentration in Business Administration, Fundraising, or Nonprofit Management
  - Have a curiosity and inquisitiveness about the issues surrounding homelessness and new funding sources
  - Have a proven track record of managing a list of donors, developing high-performance teams, managing budgets, and achieving goals
  - Have the ability to communicate passion and excitement for Humble Design's mission in public messages
  - Have a passion and heart for helping others
  - Lead with empathy and kindness in all interactions
  - Be a flexible team player with a positive, friendly, and can-do attitude
  - Provide excellent customer service to donors, volunteers, donors and other Humble Design community members
  - Be a self-starter, problem-solver, and good communicator
- To apply please submit a cover letter and resume to: [hello@humbl.design.org](mailto:hello@humbl.design.org)