

## Operation Nightwatch Job Description

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JOB TITLE: DEVELOPMENT DIRECTOR  
REPORTS TO: EXECUTIVE DIRECTOR  
SUPERVISES: Volunteer Coordinator  
Rev: NC 5/22  
SALARY: \$84,053 - \$90,000 DOE

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### **JOB SUMMARY**

The Development Director provides support to Operation Nightwatch, in a way that is consistent with our Christian foundation - with emphasis on fairness, honesty, dignity and respect.

This is a new position for the organization, to focus on all aspects of development, including fundraising, events, grant writing, donor development, seeking of major gifts, nurturing of the donor base. The Development Director leads all related efforts of the organization, providing guidance to the staff and board. The Nightwatch annual budget in 2022 is \$1,775,000.

### **ESSENTIAL JOB FUNCTIONS:**

**(Responsibilities, Accountabilities, and Competencies; May not include all duties of this job)**

#### Fund Development

- Leads development and execution of annual fundraising plan for the organization.
- Create and execute strategy to maintain and sustain the current donor base as well as cultivate new donors.
- Develop and nurture relationships with churches, foundations, individual donors, corporations, and others. Secure financial support from these sources.
- Research and identify potential major donors. Implement strategies to foster positive, ongoing relationships that result in financial support of Nightwatch.
- Research and identify potential grant funders. Collaborate with the staff to select those to approach, then lead the creation/submission of the applications.
- Analyze results of fundraising efforts to determine effectiveness and plan for going forward.
- Prepare reports, as needed, for senior staff and the board.

#### Events

- Manage planning and implementation of fundraising events as part of the annual fundraising plan.
- Serve as lead for all events to ensure fundraising goals are met or exceeded in partnership with Executive Director and Board.
- Support the administrative duties for events as needed.

#### Administrative

- Support Board of Directors in fundraising efforts.
- Attend all required meetings and trainings.
- Perform other related duties as required.

### **ESSENTIAL JOB QUALIFICATIONS:**

**(Any equivalent Combination of Knowledge, Skills, Abilities, Education, and Experience)**

1. **Education:** Bachelor's degree in business management, marketing or related field.
2. **Experience:** Five or more years' experience in development/fundraising, including applied knowledge of fundraising strategies, donor relations with churches, foundations, individuals, corporations, and other sources. Experience with fundraising through major gifts. Three to five years management experience.

3. **Faith:** Holds a mature, personal Christian faith, consistent with the Nightwatch inter-denominational Christian purpose.
4. **Other Qualifications:** Passionate about helping homeless and poor people. Ability to work well in a diverse and chaotic environment. Positive, collaborative attitude. Experience working with computers, (MS Office Suite, Salesforce, other fundraising software.).

To apply please send resume and cover letter to [Jobs@seattlenightwatch.org](mailto:Jobs@seattlenightwatch.org)