



## **Job Description: Development Director**

**Yoga Behind Bars (YBB) Overview** – YBB is the only nonprofit in WA State dedicated to bringing trauma-sensitive yoga to prisons, jails, and detention centers. Our programs offer people inner tools and resources to break the cycle of repeated incarceration. YBB is mainly funded by individual donors and powered by 102 volunteer instructors. Based in Seattle, we are a staff team of 6, with programs at 18 facilities, and an annual operating budget of \$324k that we seek to grow to \$500k by 2019. We are passionate, hard-working, collaborative, social justice activists, personable, and big hearted.

### **Position Objective/Overview**

The Development Director will spearhead and oversee the implementation of a diverse array of fundraising programs, including major and monthly gifts, corporate donations, events, grant solicitation, and in-kind resources. The successful candidate will offer steady leadership to access untapped opportunities and be excited to contribute one's own ideas to expand and improve upon what currently exists. Must excel at both the art and science of great development – combining high emotional intelligence and strong interpersonal skills with the ability to build strategic systems to support YBBs rapid growth. In order to thrive at YBB, candidate has to enjoy wearing multiple hats, and feel motivated and inspired by innovation, change, and challenge.

The Development Director reports to the Executive Director, supervises the Development Coordinator, and works closely with the ED and Board of Directors, engaging them in fundraising initiatives and donor cultivation.

Job Responsibilities include:

### **Fundraising**

- Manage all activities related to attracting and securing major individual and corporate gifts
  - Lead a targeted plan to identify and qualify major donor leads
  - Spend a significant amount of time building outstanding relationships with current and prospective donors



- Work with Executive Director and Development Coordinator to ensure excellent proposals are crafted for all major gift solicitations
- Solicit major gifts and support other staff and board members to solicit gifts
- Steward current major donors and engage others to steward relationships
- Support Development Coordinator in expanding and managing monthly “Luminary” donor program
- Plan and manage YBBs two annual signature fundraising events in collaboration with ED, Development Coordinator and Board of Directors
- Manage YBBs grant writing program, including grant proposal and budget preparation, funder relationship management + communication, invoices, and final reporting
- Cultivate strong relationships and secure support from local and national businesses;
- Expand and manage studio and corporate sponsorship program

### **Management & Administration**

- Build and maintain a robust donor portfolio system, ensuring all new and existing prospects for major gifts (individual and corporate) are being tracked in Little Green Light database and moved through the donor cycle in a timely manner
- Create and oversee systems that support timely donor communications, ensure tasks are completed, and properly maintain records.
- Support, coach, and coordinate Executive Director, and Board members to ensure donor cultivation tasks are completed and tracked for their portfolios
- Collaborate with Operations Director and manage Development Coordinator to ensure data systems are accurate and timely for reporting on fundraising strategies and donor portfolios
- Lead and manage Development Coordinator to excel in their role by providing timely and meaningful feedback, direction on overall goals, detailed expectations, and development opportunities.



### **Outreach and communications**

- Ensure communication efforts related to YBB are timely, effective and mission-driven, including Annual Report and end-of-year appeal
- Enhance YBBs reputation and unique identity through strategic communications with stakeholders: donors, yoga students, teachers, community/business leaders, legislators, and the media
- Develop regular communication ideas for distribution on various media channels
- Represent YBB at events, such as conferences on development, social justice and yoga service

### **Senior level strategic thinking and leadership**

- Develop, manage, and implement YBBs long term and annual fundraising strategy and initiatives
- As a senior leader assist in creation of YBB's overall long term vision, mission and goals
- Creatively engage with External Affairs Committee and Board of Directors to harness the resources, talent, and energy of the Board
- Work with ED and Programs Director to track YBB's impact for grant proposals and other communications
- Work with Finance Committee on annual fundraising plan and budget
- Experience working toward racial equity, diversity, and an inclusive culture within an organization
- Commitment to staying current on development best practices, trends, tools and technology

### **Skills & Qualifications**

The ideal candidate is an effortless connector with proven success developing excellent relationships with individual donors, corporate partners, and foundations. They have at least 3 years of experience in development with a demonstrated track record of securing gifts between \$1,000 and \$50,000. Must resonate deeply with Yoga Behind Bars' mission. The successful hire is a collaborative leader and enjoys working with staff, board, and other volunteers to achieve fundraising goals. The ideal candidate is detail-oriented with an outstanding ability to manage workflow. Facility with Microsoft Office products and the ability to efficiently navigate donor management software (ideally LittleGreenLight). Must possess excellent written and verbal professional communication abilities. Ability to work a



flexible schedule, including occasional after-hours and weekends, as needed to attend events.

### **Compensation**

Expected to work an average of 35 hours a week. \$40-55k annual salary, DOE. 3 weeks of PTO and 10 paid holidays. Flexible schedule and part-time work from home options. Annual professional development stipend. Must be in the YBB office minimum of two days a week during regular business hours. Supportive and collaborative work environment with emphasis on holistic well-being of staff.

### **To Apply**

Applications will be accepted through December 22, 2017. Please submit a resume and cover letter indicating 1) why you would be a good fit and 2) your salary requirement, in PDF format. Submit all materials to [rosa@yogabehindbars.org](mailto:rosa@yogabehindbars.org) with Development Director position in the subject line. No calls please. Consideration will be given to applications as soon as they are received; early applications strongly encouraged.

*Yoga Behind Bars follows an equal opportunity employment policy and employs personnel without regard to race, creed, color, ethnicity, national origin, religion, sex, sexual orientation, gender expression, age, height, weight, disability status, veteran status, military obligations, and marital status. We are committed to engaging the skills and leadership of formerly incarcerated people.*