



Title: Resource Development and Marketing Manager

Salary: DOE with competitive medical, dental and vision benefits

Opening date: June 28, 2017

Closing date: Open until filled

**Position summary:**

ICDA seeks a dynamic leader to join the management team as Resource Development and Marketing Manager. Reporting to the Executive Director and working across a spectrum of all of ICDA's programs, this position is responsible for developing and implementing all aspects of fundraising and marketing and communications. This includes establishing goals and strategies for fundraising, direct solicitation, building and sustaining strong relationships with donors, cultivating new donors, working with a grant writer to manage an aggressive grant application portfolio, creating all print and online marketing materials, managing social media accounts and utilizing them to speak to ICDA's program areas, serving as the point person for media relations, and staffing a Fundraising Committee.

This is a full-time, at will, exempt position. The staff member will be expected to attend board meetings and other event/weekend meetings and events.

**Resource Development duties:**

- Develop and lead strategies to sustain and increase giving and major gifts from individuals, corporations and foundations, including identifying and implementing cultivation plans to increase their engagement and support. This would be done in close coordination with the executive director and board Vice Chair.
- Manage the grant portfolio in coordination with a contracted grant writer, executive director and program directors/managers. Ensure grant writer has all the information needed to write and submit the grants, offer edits and proofing.
- Oversee with the fundraising assistant and event planners the major annual fundraiser (Gala); raise sponsorships, ensure the event hits attendance goals, create the program, take care of all logistics.
- Grow, support and staff a Fundraising Committee to diversify ICDA's donor portfolio. Provide leadership for this committee.
- Drive other events including donor happy hours and house party type events and program-related celebrations and smaller fundraisers; assist with the annual pig roast.
- Responsible for the supervision and management of the fundraising database (GiftWorks), create fundraising reports and oversee donor acknowledgments.
- Work with the finance director to create the departmental budget.
- Supervise the fundraising assistant, who provides event planning, administrative and other support.

Marketing and Communications duties:

- Serve as the organizational lead for all media relations (contacting reporters, responding to inquiries, writing press releases, statements).
- Manage all social media and online communications tools. This includes FB, Twitter, Instagram, the ICDA website, the Danny Woo Garden website, and the e-newsletter (Mail Chimp).
- Create written content for new print marketing materials as needed including brochures, program one-pagers, annual reports and other materials.
- Track stories and other media pieces that InterIm CDA appears in/is quoted in.

To apply, send a cover letter, resume and three writing samples to [ple@interimicda.org](mailto:ple@interimicda.org).

### **More about InterIm CDA**

InterIm CDA is a nearly 50-year old community building and social justice advocacy organization whose programs impact up to 3,000 lives a year. Our programs include affordable housing, homelessness prevention and housing services, a youth leadership program, the Danny Woo Community Garden, civic engagement, advocacy and more. InterIm CDA has a staff of 26 people and its offices are located in Seattle's Chinatown-ID neighborhood.