



THE
CHURCH COUNCIL
OF GREATER SEATTLE

Now Hiring: Development Lead

The Church Council of Greater Seattle seeks a highly-relational, collaborative, community-centered team player to carry out the resource organization plan for the Church Council.

Salary & Benefits:

- \$60,000, full time exempt
- Insurance: Medical, dental, vision
- 22 days PTO
- Paid sick leave

To Apply:

Please send resume, cover letter, and contact information for 3 references with the subject line "Development Lead" to: hire@thechurchcouncil.org.

Position closes: July 10.

Expected first day of work: August 9.

About The Position:

The position contributes to our role in building collective power with and between congregations and impacted communities, through an anti-racist, faith-rooted community organizing lens. The position entails a combination of strategic thinking and detail-oriented follow through to broaden and strengthen existing relationships among Church Council stakeholders and maximize potential for expansion of active contributors. The position is full-time.

Specific Responsibilities:

1. **Planning:** Acts conscientiously in role which undergirds our community organizing mission. Develops an annual, strategy-driven plan for the cultivation of resources in collaboration with organizing staff and the Executive Director; incorporates a methodology of relationship-building that enhances the living out of the Church Council mission, centering community stakeholders actively participating in organizing circles of the Church Council.
2. **Oversees individual donor participation:** using the lens of resource organizing, plans a sustainable cycle of acquisition, cultivation, and meaningful requests for support; builds relationships with individual community leaders in organizing networks; writes solicitations and implement campaigns collaboratively; meets with leaders/donors for cultivation & solicitation; pursues planned giving.
3. **Grows congregational and organization participation:** utilizes fluency with faith community culture and social justice-oriented organizations to ensure progressive and meaningful commitments, over time, congruent with our overall organizing strategy.



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4. **Budgeting:** facilitates a collaborative process for setting the organizational budget needs and necessary fundraising goals and campaigns with all staff; participates in team processes to build sustainable funding for organizing staff; acts in collaboration with Executive Director and board; prepares regular written reports for board and staff, tracking measurable and intangible results.
5. **Board Relations:** nurtures board engagement in philanthropy with regular meetings, goals, and support; convenes the board's Philanthropy Committee; serves as staff support for board's participation in resource organizing.
6. **Oversee grants:** Seeks grant and sponsorship opportunities for new and existing programs; writes proposals; makes final reports.
7. **Data management:** Maintains up-to-date data related to development; ensures timely donor acknowledgements; facilitates strong working relationship with accounting office.
8. **Reports:** Ensures part-year and final reports to key grantors are completed and submitted on time; allows for joint shaping of narratives and communications with organizing staff consistent with relational principles and transformational values.
9. **Event preparation:** Collaborates in development-related aspects of Church Council events and gatherings as needed, as part of team approach to organization-wide and work area specific gatherings; engages creatively with Annual Assembly.
10. **Other duties:** Maintains a flexible disposition to assist, when mutually agreed, with short-term relational and/or research projects with development lens.

In addition, as a staff member of the Church Council you will be expected to:

- Support the goals and outcomes of CCGS vision and mission; including evaluation to improve systems, practices, projects, and strategic development
- Support an organizational mission that is focused on community organizing, rooted in the continued work of being an anti-racist organization
- Contribute to a culture of trusting relationships and collaboration with staff and board to develop and implement a strong organizational structure
- Develop and maintain close working relationships with faith communities and community partners, representing CCGS when necessary.

Qualifications:

- 2 years+ of development-related experience, preferring leadership experience
- Demonstrated ability to build and maintain strong relationships
- Team player; able to navigate conflict constructively
- Supervision experience; demonstrated ability to work well under supervision and to work as a peer leader
- History of working collaboratively to fulfill mission
- Understands and supports community organizing focus, undergirded by experience and practice



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- Relational experience and eagerness to work with BIPOC communities and leaders
- Grant writing experience; demonstrated ability to align funding streams to strategies
- Self-starter; excellent follow through
- Values-based; capable of flourishing in environment with multiple faith perspectives; enjoys working with faith-based organizations;
- Excellent technology, data/donor management skills;
- Ability to sustain and improve systems and processes;
- Committed to anti-racist practice;
- Non-profit experience;
- Fundraising planning and budgeting experience;
- Demonstrated ability to maintain confidentiality;
- Curiosity to learn and grow as a person and as a professional.

About The Church Council of Greater Seattle:

The Church Council of Greater Seattle envisions a future when justice is realized, where all people experience liberation, profound peace, expansive equity, and joy-filled human flourishing. The Church Council has its roots in the worldwide ecumenical movement which began to flourish in the early 20th Century. The Seattle Federation of Churches was formed in 1919, and this ultimately became the Church Council of Greater Seattle. Over the years the Council has embraced all denominations and many interfaith partners. It has also developed a distinctly activist character in keeping with the Pacific Northwest's pioneering spirit and the Christian call for compassion.

Candidates who have personal experience navigating the U.S. immigration system, are people of color, are part of the LGBTQIA community, and/or have a connection to a faith tradition/congregation/spiritual community are strongly encouraged to apply.

As an Equal Opportunity Employer, the Church Council of Greater Seattle considers applicants for all positions regardless of race, color, religion, creed, gender, national origin, age, disability, marital status, veteran status, sexual orientation, or any other legally protected status.