



Development Director

Our Commitment

Camp Fire believes in the dignity and the intrinsic worth of every human being. We welcome, affirm, and support young people and adults of all abilities and disabilities, experiences, races, ethnicities, socio-economic backgrounds, sexual orientations, gender identities and expressions, religion and non-religion, citizenship and immigration status, and any other category people use to define themselves or others. We strive to create safe and inclusive environments that celebrate diversity and foster positive relationships.

People of color, people with disabilities, veterans, and LGBTQ2S+ candidates are strongly encouraged to apply. Camp Fire is an equal opportunity employer and does not discriminate in its employment decisions. Camp Fire provides reasonable accommodation to applicants and employees as required by law. Applicants with disabilities may request reasonable accommodation at any point in the employment process.

Working at Camp Fire Snohomish County, you help provide a safe space for youth to discover their unique spark so that their future will glow brighter. We are looking for candidates who want to make a difference in the world, while working with youth, gaining skills and experience, all while working in an enjoyable and stable environment. At Camp Fire, we believe in and focus on: a love of nature and the outdoors; equity and inclusion; courageous leadership; hard work and a growth mind-set; team collaboration; fostering youth and community; giving back to the communities we live in; and innovation in youth development

All employees have access to personal and on-going professional development opportunities. We offer competitive medical insurance, generous vacation time and sick leave, as well as retirement savings. Hours are flexible by role, with some opportunity for work from home.

Job Title Development Director

Reports To Executive Director

Classification Full-Time

Exempt/Non-Exempt Exempt

Salary \$57,200-\$62,920 DOE

Organization Overview Camp Fire provides variety of development & enrichment opportunities that empower youth, staff, and volunteers to discover their sparks, gain confidence, build essential life skills, value the natural world, and be active contributors in their communities. We strive to create an environment where each youth and staff member has a sense of belonging, opportunities to share passions, and a place to thrive and find their spark.

Position Overview The Development Director is responsible for leading all development activities within the Camp Fire Snohomish County organization in an effort to raise funding for all organization programs. This position will also implement and monitor a comprehensive fundraising plan, including identifying and strengthening relationships with community partners, actively pursuing and managing corporate and individual leads, foster strong donor and sponsor stewardship.

Essential Duties and Responsibilities

- Design and implement a comprehensive Development Funding Plan. This includes grant writing and management, corporate and major giving, annual appeal development, as well as special events. Position will work with the governing board Donor Development Committee.
- Work to develop strong community relationships, fostering a positive image of Camp Fire Snohomish County with companies, schools, and civic organizations.
- Assist the Executive Director as needed within the area of fundraising and donor development.
- Assists & works at fundraising events. Some evenings required.

Additional skills preferred:

- Management or leadership experience
- Excellent communication and interpersonal skills required
- Organizational, time-management and problem-solving skills needed
- Excellent attention to detail
- Knowledge of grant writing
- Knowledge of different CMS platforms and Proficiency with Office 365 products
- Event planning capabilities

Other Job Duties/Expectations

- **APPLIED KNOWLEDGE.** Independently performs the duties required of the positions with proper use of practical, technical and professional skills.
- **CUSTOMER SERVICE.** Extends courtesy and willingness to meet the customer's needs. Uses appropriate techniques that develop good customer relations. "Customers" include other staff or volunteers.
- **INTERPERSONAL SKILLS.** Works with others in a cohesive and supportive manner. Recognizes or praises accomplishments of others. Offers to help others when appropriate. Helps to solve problems, suggests alternatives.
- **COMMUNICATIONS.** Effective new of oral, written, and listening skills. Written work is clear and understandable. Keeps supervisor and other staff appropriately informed.
- **PROFESSIONALISM.** Demonstrates businesslike conduct and attire. Dresses in a manner appropriate to job tasks. Demonstrates a spirit of cooperation.
- **COST AWARENESS.** Uses supplies and equipment in a non-abrasive manner. Is aware of financial impact of decisions and actions.
- **ADAPTABILITY.** Understands and supportively adjust to changes, new policies, and individuals having different points of view.
- **TIME MANAGEMENT.** Organizes own responsibilities and/or those of others to meet deadlines, and to make maximum use of time available. Is punctual for meetings and appointments

Required Documents for Application

- Resume'
- Clear Background-Check
- Ability to pass drug test

Qualifications

Ability to perform essential job duties with or without reasonable accommodation and without posing a direct threat to safety or health of employee or others. To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education and/or Experience

Bachelors degree (B. A.) from four-year college or university; or three to five years related experience and/or training; or equivalent combination of education and experience.

Language Skills

Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups of customers or employees of organization.

Mathematical Skills

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.

Computer Skills

Has advanced basic computer job skills including logging on to systems, ability to communicate by email, ability to compose documents, enter database information, create presentations, download forms, and preserve/backup important data.

Reasoning Ability

Has advanced basic computer job skills including logging on to systems, ability to communicate by email, ability to compose documents, enter database information, create presentations, download forms, and preserve/backup important data.

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

Reasonable accommodation may be made to enable individuals with disabilities to perform essential functions. Regularly required to sit

Use hands to handle, or feel, including keyboarding and mouse use

Reach with hands and arms

Speak and hear

Occasionally required to stand, walk, climb or balance, stoop, kneel, crouch, or crawl

Occasionally lift and/or move 30 pounds

Specific vision abilities include close vision, distance vision, and ability to adjust focus.

Visual/auditory ability to identify and respond to environmental and other hazards of the site and facilities