Development, Events, and Communications Team Lead

Position: Development, Events, and Communication Team Lead
Reports to: Chris Rhodes, Co-Executive Director RVC
Location: Greater Seattle Area
Position type: Full-time; Exempt
Salary: $93,500 - $96,000/year
Benefits: 23 days paid time off, 11 paid holidays, flexible, family-friendly schedule, medical (zero-deductible HMO and PPO options), retirement, dental, short- and long-term disability, life, and AD&D insurance, with RVC covering over 90% of the costs of the insurance package. Transit Orca card available as well.
Start date: December 2023

About RVC

RVC strengthens the power of black, indigenous, and people of color in order to create a more equitable society through capacity-building, leadership development, and operations support. We accomplish this through our core programs and services as well as through leading partnerships with community members and organizations of color. These members and organizations provide support services tailored to the strengths and needs of the communities they serve. For this reason, people of color are encouraged to apply to our job postings.

Summary of position

The Team Lead is responsible for coordinating the work of the Development, Events, and Communications (DEC) team, in ways that support a strong development/communications identity, an aligned and effective team, and good cross-programmatic coordination at RVC. This position also leads the grant seeking and pooled fund initiative (Social Justice League) at RVC.

The ideal candidate for the DEC Team Lead is like a band leader! The lead does not have to play every instrument represented in the band to be able to pick up on fluctuations in beat and coordinate the group back into alignment, while also rocking out as lead (insert favorite instrument.)

Similarly, the Team Lead is not the primary decision maker on each fundraising campaign, event, or communication. Yet, they’d still need to understand how they build upon, and play in concert with each other, flexibly realigning processes or deadlines when necessary to reach strategic goals and metrics, and energize one’s respective bodies of work. Additionally, the ideal candidate is committed to uplifting BIPOC communities and thrives in an environment that promotes distributed leadership and decision making practices.
Skills Required

● Five years of combined experience across the spectrum of development work (foundations, individual, and corporate giving), with an emphasis in foundation giving
● At least 1-2 years of leading fundraising campaigns and managing a team or
● Equivalent experience with:
  ○ Project management
  ○ Foundation cultivation and donor stewardship
  ○ Team management

Qualities of a successful DEC Team Lead

● Relationship driven
● Anti-racist, with a commitment to changing practices based in white supremacy in the fundraising field over time
● High emotional intelligence; attentive, perceptive
● Strategic & future-thinking
● Collaborative
● Strong project management skills
● Passionate storyteller

Essential Responsibilities

Team Lead (30%)

● Team Tending
  ○ Directly supervise (2-4) team members in achieving their work plan goals
    ▪ Provide coaching, professional development support, and feedback on respective areas of work
  ○ Champion the DEC team; ensure the team practices, processes, and infrastructure supports producing high-quality work and staff sustainability
  ○ Represent the DEC team at cross-programmatic meetings, and help create smooth communication lines across programs

● Development Strategy, Coordination, and Implementation
  ○ Collaborate with Co-Executive Director of Development and Public Relations, Chris Rhodes, to build a strategic vision and implementation plan for fundraising, with an emphasis on building meaningful relationships and authentic storytelling in order to grow RVC’s donor community across multiple arenas
  ○ Facilitate the DEC team in co-creating a coordinated plan to implement strategic vision and achieve organizational fundraising goals
  ○ Participate in budget development and manage program budget(s)
  ○ Work in close collaboration with the organization’s finance lead to ensure the fiscal health of the organization
Fundraising & Development (30%)

- **Grants Program Lead**
  - Cultivate and coordinate relationships with institutional funders
    - Grow government, institutional, and foundation relationships
    - Nourish existing relationships with institutional funders
  - Strategize fiscal year grant calendar, with the goal of growing grant funding over time
  - Manage grant program, from prospecting to reporting, including writing content when needed
  - Liaise with contract grant writer(s) to identify and acquire new resource opportunities

- **Individual Fundraiser**
  - Collaborate with DEC team members to implement individual donor fundraising strategic plan
  - Provide critical feedback and advisement on event programming and digital campaigns
  - Work in close partnership with Communications Manager in digital marketing efforts
  - Manage a current and prospective donor profile for gifts calibrated based on needs of the fundraising program

Social Justice League (20%)

- Develop and experiment with funding model for Social Justice League, a one-time effort to leverage our relationships and raise 5 years of unrestricted funding for RVC partners
- Cultivate and manage funder relationships related to RVC’s Social Justice League initiative, including coordinating communication and learning with funders
- Coordinate disbursement of funds to RVC partners
- Act as main point of contact for Social Justice League for all connected parties

DEC Team Operations (10%)

In addition to the general organizational operations below, the following responsibilities are expected of all DEC team members:

- Facilitate, lead, or participate in DEC team meetings and retreats
- Take a “all hands on deck” approach to implementing events and campaigns during their execution phase
- Participate in ensuring data integrity and accuracy as stated by DEC team guidelines
- Support the building of a “culture of philanthropy” at RVC
- Provide meaningful feedback and team support to fundraising and communication campaigns
- Demonstrate commitment to Pro-Blackness work and activities on the DEC team

Organizational Operations (10%)

*These are organization-wide responsibilities. All staff hold the following responsibilities:*

- Submit and track program expenses based on RVC protocol.
● Collaborate with staff in making key strategic decisions affecting RVC’s future
● Engage in deep professional development
● Participate in staff meetings, attend community events, and otherwise contribute to strengthening the deep roots within our community, both internally and externally

**Salary Structure**
Salary offer will be dependent on experience, and calculated transparently with the final candidate using an equitable salary calculator used by RVC. We believe in work-life balance, and are committed to keeping the workload in alignment with the true hours worked.

**Background Check**
A criminal history background check will be conducted on the final candidate prior to beginning employment. A criminal background will not automatically eliminate you from consideration.

**Accessibility Accommodations**
RVC offers accommodations, upon request, for folks with disabilities during the application, interview, and hiring process (such as forms in alternate formats or interpretation services during the interview). RVC recognizes that employees with physical or mental conditions that significantly limit their major life activities may need reasonable accommodations to enable them to perform their essential job functions, and provides those accommodations to all its employees when needed.

If you require accommodations during the application or interview process, please contact hr@rvceseattle.org.

**Equal Opportunity Employer**
RVC is an Equal Opportunity Employer (EOE). Qualified applicants are considered for employment without regard to age, race, color, religion, sex, national origin, sexual orientation, gender identity, disability, veteran status, or any other class protected by law. Assistance and/or reasonable accommodations during the application process are available to individuals upon request. To request assistance or accommodation, please contact info@rvceseattle.org.

**Our Hiring Process & Timeline:**
We will review applications on a rolling basis until the position is filled.

- We will begin scheduling phone interviews in October 2023
- We will hold one-hour first round interviews as soon as October 2023
- Finalists will be invited to final interviews in October - November 2023
  - If you are invited for a second round interview, we will ask for work samples relevant to this position. You will also be provided with scenario questions to prepare for prior to the interview
- We will make an offer shortly thereafter. We would like to have the selected candidate start in December 2023