

Job Title: Development Director	FLSA Status: Exempt, Full time
Department: Development	Prepared Date: October 2025
Reports To: Co-Executive Directors	Pay Range: \$85,000 - \$95,000/year Hiring Range: \$85,000 - \$90,000 depending on qualifications and experience.

Job Summary

The Development Director reports to the Co-Executive Director, and directly supervises all personnel in the development department (employees and contractors). This position is responsible for planning, organizing, and directing all of HSDC's fundraising, including major gifts, annual fund, planned giving, special events and capital campaigns. The Director of Development is a key member of HSDC's Equity Leadership Team (ELT), and works closely with the Co-Executive Directors and other Program Directors that provide mission based programming, embraces our mission, the [community centric fundraising](#) philosophy, and adheres to the [AFP Code of Ethical Standards](#).

This position has supervisory responsibilities

Essential Duties and Responsibilities:

Planning & Implementation / Philanthropic & Foundational Giving – 50%

- Motivate and inspire staff, Board members and various stakeholders to act in a culture of philanthropy that is grounded in equity and social justice.
- Set goals and establish clear metrics that drive current and long-term fundraising success; monitor and report on progress.
- Engage and manage contributor and supporter relationships and maintain effective, regular communications.
- Grow major gifts using research, surveys and tactical strategies.
- Direct the annual fund program, including mailings and social media drives.
- Oversee creation of publications to support fundraising activities.
- Manage the volunteer program and collaborate with HR to develop a pipeline from volunteers to potential candidates for open positions at HSDC.
- Coordinate with Program Directors to assign and place volunteers strategically, addressing gaps in program needs.
- Directly supervise all Development Department staff and contractors.

Events & Outreach – 25%

- Organize community outreach and plan special events.
- Create/organize public appearances related to building funding support.
- Engage with media to increase community awareness and support of HSDC; accept engagements to share information about HSDC's departments with the community (digital/print and various media platforms).
- Perform work on weekends and evenings as needed for community one-on-ones and special events.

- Cultivate and manage donor and supporter relationships and maintain effective, regular communication with them.

Administrative – 25%

- Oversee fundraising database and tracking systems.
- Maintain gift recognition programs.
- Serve on the HSDC Equity Leadership Team (ELT) and embrace shared leadership.
- Develop and monitor annual department budget with EDs and Finance Director.
- Oversee grant seeking including research, proposal writing, and reporting requirements.
- Create and implement ambitious fundraising strategies including an annual Development Plan (FY); incorporate key deliverables and metrics into and for HSDC's strategic plan.
- Attend Director's weekly meetings
- Attend board meetings and record/document meeting minutes.
- Other duties as assigned by Leadership.

Qualifications

The requirements listed below are representative of the knowledge, skill, and/or ability required.

- Minimum 5 years of verifiable work history in professional fundraising (Bachelor's degree or work equivalent)
- Proficient in American Sign Language (ASL) skills; or willingness to learn
- Must be a resident of the Puget Sound area
- Familiarity with the Puget Sound community, including local networks and resources.
- Understanding of our diverse community and Deaf Culture
- Project management and managerial experience
- Excellent communication and interpersonal skills
- Proven track record of completion, accuracy and timeliness in past professional positions
- Working knowledge of Microsoft Office suite
- Experience with nonprofit CRM software

Essential Physical Skills

This position requires effective communication skills in various ways (email, phone/VP, in-person, online, etc.).

Environmental Conditions

This hybrid position operates in various settings, including the office, community, and event spaces. It requires regular local travel within the Puget Sound area and occasional regional travel, supported by an annual budget of approximately \$5,000–\$7,000. As a supervisory role, on-site presence is expected at least once a week. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of the position.

Disclaimer:

This job description is not to be construed as an exhaustive list of all responsibilities, duties, and skills required of this position. All HSDC employees may be required to perform duties outside of their normal responsibilities from time to time, as needed, to meet the ongoing needs of the organization.

Information on employee benefits can be found on HSDC's [Jobs](#) page.

To apply, email a current resume highlighting relevant experience and skills and a brief vlog describing why you are applying, how your previous experience qualifies you for this role, and where you found out about this position to jobs@hsrc.org.