



Organization: Sustainable Connections

Title: Development Director

Reports to: Executive Director

Status: Regular, full-time, salaried, exempt

Primary Work Location: Sustainable Connections office, 1701 Ellis St., Bellingham, WA

Physical attendance requirement (& of time on site/in office): 75% on-site work and time in community required

Full position wage range: \$68,360- \$102,540/ annually

Expected starting range: \$80,169- \$85,450/ annually

Application deadline: September 7, 2026

Desired start: October 16, 2026

About Us:

Join Sustainable Connections, a nationally-recognized nonprofit working to advance a regenerative local economy in Northwest Washington — one where businesses, communities, and ecosystems thrive together. Each year we collaborate with dozens of partner organizations and more than 500 local businesses to strengthen food systems, catalyze climate solutions, support resilient local enterprises, and expand access to housing among five main program areas.

We strongly encourage applications from people of color, people from working-class backgrounds, women, LGBTQAI+ people, and those who are members of other marginalized communities. If you feel passionate about our efforts and believe that you have the skills to contribute to the growth of our organization, we want to hear from you - even if you do not believe you meet all of the criteria listed here.

Summary:

This position works to develop a range of fundraising strategies to sustain and grow Sustainable Connections' revenue, including grants, contracts, individual giving, fundraising campaigns, and events. The Development Director works across all program areas to identify funding opportunities, develop compelling proposals, cultivate donor and funder relationships, and ensure strong stewardship of secured funds. The Development Director is highly organized and detail oriented, works well with others as well as independently, represents the organization in a compelling way, and excels at relationship building. Routine work includes technology and programs such as QuickBooks, Salesforce, Givebutler, Excel, Asana, and Foundation Directory Online.

Primary Responsibilities:

Grant/Contract Prospecting & Applications

- Collaborate with the Executive Director, program managers, and directors to identify program growth opportunities, staff capacity, and fundraising needs; assess prospective grant and contract opportunities for alignment with organizational goals and values
- Develop funding resources for existing and proposed programs by prospecting for foundation, government, and corporate grant and contracting opportunities
- Create and maintain annual prospecting calendars to identify, prioritize, and track funding opportunities

- Lead and coordinate the full grant application process, developing timelines and budgets, coordinating and delegating application components, and ensuring all materials are complete and submitted on time
- Translate complex ideas and programs into clear and compelling narratives in writing

Grant/Contract Management

- Ensure timely grant progress and completion by overseeing grant management systems, including grant trackers, Salesforce opportunities, grant portals, and Asana projects
- Support the Finance Director in preparing and submitting invoices, backup documentation, and reports as required, ensuring high-quality submissions and compliance with deadline
- Monitor monthly and quarterly budget performance and provide guidance to program teams on grant budget spend-down
- Foster strong relationships with foundations, grant and contract administrators, and community partners and serve as primary point of contact as appropriate
- Oversee grant amendment processes with grant administrators, the Finance Director, and program staff

Individual Fundraising

- Collaborate with the Communications & Development Manager to create and implement annual Development Plans that advance individual giving and overall fundraising goals
- Develop and implement strategies to cultivate, retain, and grow individual donor relationships
- Plan and execute fundraising events and campaigns including small donor fundraisers, Thousands of Thanks, monthly donor drives, GiveBIG, Giving Tuesday, and other initiatives
- Oversee donor management strategies, including maintaining accurate donor information in Salesforce and Givebutter, segmenting donor communications, and monitoring and reporting on donor trends
- Support the Communications & Development staff in developing fundraising appeals, Annual Reports, donor communications, and other stewardship materials

Leadership & Management

- Supervise the Communications & Development Manager, providing guidance, support, and mentorship. Conduct regular one-on-one check ins, sign timesheets/expense reports, and lead performance review process.
- Work with the Communications & Development staff to oversee fundraising efforts, including donor newsletters, fundraising appeals, annual reports, and donor outreach
- Participate as a member of the Leadership Team, Finance committee, and Fundraising Committee. Attend Board of Director meetings as needed
- Assist with strategic planning and implement short- and long-term fundraising goals and fund development plans
- Other duties as assigned by supervisor

Required Skills & Qualifications:

- 5 years of experience with a track record of success in nonprofit fundraising, including individual giving, major gifts, grants, and donor stewardship
- Strong grant writing and management experience
- Excellent verbal and written communication and interpersonal skills
- Strategic thinker with the ability to translate vision into action and results.
- Experience supervising staff
- Deep commitment to sustainability, equity, and the values of mission-driven organizations

Desired Skills & Qualifications:

- Proficiency with Microsoft Office suite, QuickBooks, Salesforce (or similar CRM), Givebutler, Asana, Adobe, and navigating cloud-based grant and fundraising platforms such as Foundation Directory Online
- Experience building and maintaining relationships with foundations, individual donors, business partners and government leaders in Washington state
- Experience developing strategic annual or multi-year fundraising plans
- Knowledge of one or more of Sustainable Connections program areas: waste mitigation, affordable housing, food systems, clean energy, green building, local business.
- Flexibility to adapt to changing priorities and program needs

Compensation:

This is a regular, exempt, full-time position with an expected starting wage range of \$68,360-\$85,450 / annually, depending on qualifications and experience. Note that Sustainable Connections has a No Negotiation policy when hiring. Our compensation approach is designed to be fair, transparent, and consistent for everyone. Each offer is based on the role's scope, required skills, relevant experience, and current market data. Too often compensation outcomes are shaped by factors like a candidate's prior salary, comfort with negotiation, or perceived confidence—dynamics that can unintentionally reinforce inequity, particularly for underrepresented groups. Our goal is to create an equitable hiring experience where people feel supported, informed, and focused on what matters most: whether the role is the right fit. Benefits for first-year, regular, full-time employees (working 40hrs/week) include:

- 41 days of paid time off per year - 26 days of flexible PTO and 15 additional paid holidays
- An individual benefit of \$650 per month in lieu of health insurance benefits
- A flexible work schedule
- Budget to pursue professional development (ex: conference, coursework)
- Up to a 3% match SIMPLE IRA non-designated retirement plan
- Mileage reimbursement for travel to & from temporary duty stations
- 3 days of paid compassion leave, flexible unpaid time as negotiated, participation in leave allowed by Washington Paid Family & Medical Leave Program, and up to 40 hours of paid jury duty leave
- A supportive & inspiring working environment: well-equipped offices, coworkers fostering a welcoming & inclusive environment, and the opportunity to help lead a nationally recognized organization

To Apply:

Email a cover letter, resume, and the contact information for three professional references, **all in one PDF file**, by email to danielleh@sustainableconnections.org by the application deadline listed above. Applications received through 3rd party websites such as Indeed, will not be considered.

Sustainable Connections is an equal opportunity employer that believes it is the responsibility of our organization and all employees to ensure there is no discrimination against any employee or job applicant for employment based on race, color, religion, national origin, ancestry, age, sex, marital status, military service, sexual orientation, gender identity, the presence of any sensory, mental, or physical disability, genetic information, or any other protected status.

Qualified individuals in need of an accommodation in order to participate in the recruitment, selection and/or employment process are encouraged to reach out to Danielle Halstead, Administrative Manager at 360-647-7093 x104, who will engage in an interactive process to respond to and provide reasonable accommodations.

All new employees must show employment eligibility verification as required by the U.S. Citizen and Immigration Service before beginning work at Sustainable Connections.