



Interim Development Director

About RRCF: [Renton Regional Community Foundation](#) (RRCF) has been connecting donors with those working to solve our area's most pressing problems since 1999. Currently managing \$13 million in assets and home to more than 70 funds, RRCF continues to actively work toward its mission: to ignite the power of philanthropy – by connecting people, ideas, and resources – to support and engage our community.

Summary: The Interim Development Director will work with the Executive Director to craft and implement clear fundraising strategies. This position will be a combination of strategy and planning work and engaging with donors and board members. The position also includes some communication work, as set forth below. To be successful in this role, the consultant needs to be both a thought and strategic partner to the ED, as well as someone who can roll up their sleeves and help get stuff done.

Job Status: Approximately 20 – 25 hours a week to be negotiated regarding contract or salaried position. This can be a hybrid position.

Length: September 2024 – May 2025, or negotiated for shorter or longer term, depending on the needs of both parties.

Compensation: If a contracted position, negotiated range of \$100-\$115/hour. If salaried, to be equivalent to annual salary range of \$90-95K.

Apply: Please send cover letter and resume to LeAnne Moss at lmoss@rentonfoundation.org with “interim development director” in the subject line. Open until filled.

Responsibilities

Development (90%)

Work in partnership with the Executive Director to:

- Craft and implement a plan to raise \$115K for RRCF's CARE Together Fund by 12/31/24
- Finish the final touches on launching our Professional Advisors Network
- Support board members to engage in fundraising work
- Provide leadership and ground support for crafting and implementing the 2025 fund development plan, which will include but not be limited to:
 - Creating individual and group moves management and solicitation plans for donors
 - Outreach to and engagement with donors
 - Creating an outreach plan to increase corporate philanthropic support
 - Creating a planned giving program
 - Creating ways to engage our fund advisors more closely

Event Planning:

- Assist with planning and implementing our annual Celebrate fundraising event (May, 2025), including: securing sponsorships, managing and helping to implement the outreach plan, managing the event committee, and helping with logistics.

Oversee the CRM management and perform the following tasks as necessary:

- Create and analyze donor reports
- Track moves management

Assist with onboarding the permanent development director once hired.

Communications (10%)

- Manage and implement the monthly e-newsletter, including writing content
- Manage social media presence, posting content on Instagram, Facebook, and LinkedIn (2 times/month)
- Manage development and distribution of foundation collateral materials (minimal work)
- Oversee/manage website editing as needed (minimal work)

Qualifications

Significant demonstrated experience (may be combination of paid and unpaid) in the field of development, including strategizing and demonstrated success with individual donor work.

Flexible and adaptable style; a leader who can positively impact both strategic and tactical fundraising initiatives.

Excellent oral and written communication skills including the capacity to understand the unique mission and role of a community foundation and translate that to donors.

Experience with social media platforms.

Solid understanding of how to incorporate equity, dignity, and belonging into fundraising and communications is a plus.

Exceptional strategic thinking and creative skills to support the development and implementation of innovative fundraising strategies.

Strong and versatile communication and storytelling skills, including writing, speaking, and synthesizing information to a wide variety of audiences for fundraising and other purposes.

A self-starter with the ability to work independently and as part of a small team in a dynamic, results-oriented environment.

Outstanding organizational skills, attention to detail, and the ability to manage multiple deadlines and priorities.

Experience with (or an aptitude to learn) Constant Contact, Canva, Word Press, social media platforms, donor databases (we use Community Suite) and other technologies.

Familiarity with South King County is preferred.