



Helping Bellevue's Children and
Their Families For Over 100 Years

JOB ANNOUNCEMENT: Director of Partnerships and Investments

[Full Time, Exempt]

Bellevue LifeSpring is the region's oldest human services agency and provides for children's basic needs so they can focus on their education. Bellevue LifeSpring seeks outstanding candidates for this important leadership position to fund its mission to foster stability and self-sufficiency for Bellevue's children and their families through programs that provide food, clothing, education and emergency assistance.

The Director of Partnerships and Investments will work with the Executive Director as a spokesperson and ambassador for Bellevue LifeSpring. You will primarily be responsible for establishing and maintaining relationships with a portfolio of community leaders and individuals who are prospective partners and investors in Bellevue LifeSpring's work. You will cultivate these relationships and take the leadership role to develop a team of dedicated professionals to engage individuals and corporations across the region and solicit their investment of time, talent and financial support in Bellevue LifeSpring's mission.

Specifically, this position will initiate contacts with potential investors of \$5,000 and above; develop and deploy individualized cultivation strategies which harness the full range of Bellevue LifeSpring's people and programs; develop solicitation and closure strategies; and deliver ongoing, and personal reporting regarding any and all investments made.

Major Responsibilities:

1. In close partnership with the Executive Director, coordinates the development and revision of the organization's business plan, including articulating organization wide goals; strategies; milestones; metrics; financial strategy; and staffing & budget projections.
2. Works closely with the Executive Director to engage the Board of Directors to capture their input and feedback on the business plan, and capture feedback and direction around financial projections and the metrics provided in the executive dashboard.
3. Shares the Agency's business plan and other key organizational documents with key stakeholders, primarily in Bellevue, for their advice and feedback.
4. Serves as a liaison in support of the outreach, advocacy and relationship building efforts of the Board of Directors and the Executive Director to a carefully identified set of influential leaders in the philanthropy, corporate leadership, government, nonprofit, and community leadership and advocacy spaces.

5. Directly oversees a portfolio of approximately 150 current and prospective financial supporters. Ensures that each individual in the portfolio receives continuous, personalized attention and ongoing engagement in furtherance of that individual's relationship with and support of Bellevue LifeSpring. On average, conducts a minimum of one and an optimum of three personal contacts with current and prospective supporters each business day.
6. Ensures direct, efficient, responsive and personalized support for each Bellevue LifeSpring Board Member to support that Board Member's work to establish and build strong and productive relationships with current and prospective partners and investors.
7. Ensures that every financial supporter receives personalized, face-to-face follow-up reports that explain the use of the funding and the benefits created. Before these reports are generated, each individual will be consulted on the means of reporting that are most suitable and helpful for each.
8. Ensures that database protocols and procedures are comprehensive, best practice, and executed with discipline and accuracy. Ensure the donor database is continuously updated so that all information is accurate, up-to-date, and appropriately organized.
9. Oversees the production and distribution of projections and results to ensure the organization is on track to meet goals.
10. Statement of Ethics – takes lead responsibility to ensure the Executive Director, and all members of the Board of Directors read and discuss, at minimum once annually, the AFP Code of Ethics and ensure that each individual engages with the concepts and adheres closely to these principles and practices.
11. Leads the development and implementation of development planning efforts, including policies and procedures, and implementation of goals.

Requirements:

- Exceptional interpersonal, written and oral communication skills
- Demonstrated record of successful team building and staff supervision
- Record of outstanding academic achievement
- Highly tuned listening skills
- Confidence, professionalism, and passion for the mission to foster stability and self-sufficiency for Bellevue's children and their families
- Strong empathy & perseverance; highest ethical standards; optimistic, positive and charismatic disposition

Qualifications:

- College Degree; advanced degree preferred
- 3+ years experience with nonprofit leadership, board governance, individual and corporate fundraising, business strategy, team building, organizational development and performance enhancement.

Reports to: Executive Director