



**Position Title:** Managing Director of Development  
**Position Information/Duration:** Full-Time  
**Salary Range:** \$105,000 - \$112,000  
**Location and Position Type:** Hybrid, Washington, DC  
**Reports To:** Chief Operating/Chief Advancement Officer

### **About Us**

Seabury Resources for Aging (Seabury) is committed to working towards achieving health equity by upholding our mission and vision to be a trusted agent of change. We do so by providing valuable, much-needed services and resources to address pervasive issues facing older adults: food insecurity, mental and physical health issues, and isolation. Our comprehensive range of programs focuses on healthy aging at the intersections of food insecurity and hunger, poverty, access to transportation and services, and social isolation.

Further, we accomplish our mission and vision by leveraging relationships and securing resources that support efforts to dismantle ageism and the barriers that are created for older adults by systems and institutions that impede an inclusive community.

In 2024, Seabury will celebrate our 100<sup>th</sup> year of service to the Greater Washington, DC region and we are proud of our heritage as a universally welcoming space that has adapted to meet the needs of our community.

### **About the Role**

Seabury seeks a Managing Director of Development to lead the Development and Communications Team, to engage individual and institutional funders in supporting Seabury's work. The Managing Director of Development reports to the Chief Operating/Chief Advancement Officer, also provides support for the Board of Directors, and works in close partnership with the Board's Advancement Committee.

You will be the lead strategist and project manager focused on growing Seabury's roughly \$830,000 philanthropic revenue portfolio. The Managing Director of Development is both strategic and tactical, and is responsible for updating, managing, and executing the Seabury annual development plan. The ideal candidate has a clear grasp of all core components of development, with particularly strong experience in individual giving, including major gifts, stewardship, and annual giving campaigns (direct mail and digital). This role requires experience with development operations, including CRM management and budget-building. The Managing Director of Development will interface frequently with donors and funders and will be a partner to the Chief Operating/Chief Advancement Officer (COO/CAO) and Chief Executive Officer (CEO) in prospecting, developing, and stewarding all major funders.

The Managing Director of Development can expect her/his/their work to include:

### **Leadership and Development Strategy**

- Serve as strong leader of the organization as a member of the Managing Director Team
- Contribute positively to organizational culture and reflect Seabury's values
- Actively engage with Seabury staff, Board, residents, and clients to truly understand Seabury's mission and vision
- Represent development needs to the Leadership Team, ensuring organizational strategy is aligned with development strategy
- Manage and execute the Seabury development and stewardship plans to achieve revenue goals, and update these plans with new ideas, industry best practices, and data-driven analysis
- Ensure a robust gift pipeline big enough to hit annual revenue goals by actively managing prospective and current individual donors and working with the Grant Writer on the foundation and corporate pipeline

- Serve as a staff liaison to the Board of Directors' Advancement Committee and conduct board training for development, as necessary
- Manage up to five full- and part-time contractors and staff members including supervision, training, and coaching

### **Fundraising and Donor Relations**

- Research and design moves management plans for major individual donors and support the CEO and COO/CAO in execution of the plans. Project manage the CEO and COO/CAO's fundraising work
- Energetically and proactively cultivate and nurture relationships between Seabury's donors and donor prospects, board members, volunteers, and other key constituents
- Utilize data insights to identify potential major donors from Seabury's pipeline and advance those relationships
- Manage and develop existing initiatives, appeals, and campaigns focused on targeting new donors and stewarding existing donors
- Help develop creative and mission-focused fundraising messaging that effectively articulates Seabury's impact and collaborate with the Director of Communications on the optimal design and content for donor-focused communications

### **Foundation Funding**

- Work with the Grant Writer to ensure Seabury has a robust pipeline of local, regional, and national grant opportunities to pursue
- Work with the CEO and COO/CAO in building personal relationships with foundation funders

### **Development Operations and Revenue Tracking**

- Establish and monitor annual and long-term revenue goals and budgets
- Design a regular progress-to-goal report and development dashboard for the CEO and COO/CAO, and work with the Administrative Assistant on regular updates
- Develop SOPs for high-quality gift entry and revenue tracking, to ensure accuracy of all records and development reports in the organization's CRM (Salesforce)
- Work closely with Administrative Assistant to ensure data integrity

### **About You**

To be maximally successful in this role, you need to be:

- A dynamic and poised professional who will represent Seabury's work with enthusiasm and authenticity
- A natural people person who appreciates that everyone has an important story to tell
- A practiced public speaker who can think on your feet
- A stickler for details and quality
- A creative thinker willing to test out new ideas
- A strong self-motivator
- An exceptional communicator and networker
- Dedicated to data and systems and ready to utilize Seabury systems to project manage all development work
- Someone who values diversity and is amenable to working alongside allies to promote social justice
- Experience in working with older adults and issues surrounding aging strongly preferred

You need to have:

- A minimum of 8-10 years of nonprofit development experience
- A minimum of 3 years of nonprofit management experience
- Demonstrable experience and success as a fundraising generalist, with hands-on practice at major gifts, annual giving, online giving campaigns, institutional giving/grant writing, corporate partnership building, and special events

- The ability to communicate easily, respectfully, and sensitively with stakeholders of all ages, generations, ethnicities, and socio-economic backgrounds
- Experience managing and improving development operations, ranging from CRM management to budget monitoring to gift processing
- Enthusiasm to propose fresh ideas without prompting by leadership, openness to feedback on those ideas, and a persistence to bring those ideas to life
- A passion for doing transformative work with exceptional people while not taking yourself too seriously
- A “teamwork” mindset and the ability to work cooperatively and effectively with others to set goals, resolve problems, and make decisions that enhance organizational effectiveness
- COVID-19 vaccinations required (including boosters when eligible). Seabury will abide by all exceptions to the vaccination requirement required by applicable law.

### **About Compensation and Benefits**

- Salary range is \$105,000 - \$112,000 commensurate with experience
- Seabury offers generous vacation time, all Federal Government holidays, health insurance for employees, equipment (laptop, printer, etc.), a cell phone stipend, professional development compensation, and a retirement plan. We also offer an inclusive environment where staff are encouraged to bring their whole selves to work every day.
- Seabury operates on a flexible work policy that requires employees to spend time at its DC office, but also enables them to work at home for some of the working week, depending on the needs of the job.

### **How to Apply**

Candidates should send a resume, cover letter, and brief writing sample solely authored by the candidate and relevant to development work (such as a follow-up email after a donor meeting or appeal letter) to [hiring@threadstrategies.com](mailto: hiring@threadstrategies.com) with **Seabury Managing Director of Development** in the subject line.

*Seabury Resources for Aging does not discriminate on the basis of race, color, age, ethnicity, religion, national origin, pregnancy, sexual orientation, gender identity or expression, genetic information, gender, marital status, disability, or status as a US veteran. DC natives and people of color are encouraged to apply.*