

# Edmonds Waterfront Center

## *Home of the Edmonds Senior Center*

### Connecting & Strengthening Our Community

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PO Box 717 • Edmonds WA 98020 • (425) 774-5555 • [www.edmondswaterfrontcenter.org](http://www.edmondswaterfrontcenter.org)

**Position Title:** Director of Stewardship

**Department:** Development

**Status:** Exempt. Full-Time

**Location:** Edmonds, WA.

**Annual Pay Rate:** \$85,000. Employer-paid medical, dental, and vision insurance. Life/disability insurance. Employee Assistance Program. Free parking. Paid holidays and vacation.

#### **ABOUT THE ORGANIZATION**

Edmonds Senior Center (DBA Edmonds Waterfront Center) \$2.7M organization. 4,200 members. 49 employees. More than 200 volunteers. The organization operated as the Edmonds Senior Center for 52 years in a waterfront building that exceeded its useful life. A new 26,000 sf building was erected on the site and opened in March 2021. Since its opening, the organization has experienced exponential growth.

#### **OUR VISION**

A multigenerational, multicultural community hub where everyone feels welcome. A place where activities and programs are fun and engaging, and our services lift people up. The welcoming atmosphere, energy level and caring spirit make it a community gathering place where local and area residents of all ages come to join old friends and meet new ones.

#### **OUR MISSION**

To connect and strengthen our community through program services and activities that engage, inspire and support people of all ages.

#### **OUR CORE VALUES**

- Lifelong Learning
- Health & Wellness
- Diversity & Inclusion
- A Culture of Respect
- Involvement of Volunteers
- Commitment to Innovation

#### **ABOUT THE POSITION**

The Director of Stewardship will manage the EWC Development team. While fundraising goals are well defined, our philosophy is that when our core focus is on fostering lifelong relationships, donations will follow. The Development team is made up of mostly new development professionals in the areas of Special Events, Database and Donor Acknowledgement, and Grants. The positive EWC culture values innovation and promotes an atmosphere of learning. The Director of Stewardship will direct the team and will actively cultivate, solicit, and steward individual and organizational major gifts prospects and donors. This position requires a proven record in managing relationships. Reports to the CEO.

**A few more essentials to the role are included below. More responsibilities may be necessary as this role develops:**

- Plan and manage the cultivation, solicitation, and stewardship of major donors.
- Maintain excellent stewardship and consistent communication with donors emphasizing personalized communications.
- Manage Grant writing plan in coordination with team.

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- Build a Planned Giving program in coordination with CEO.
- Develop and implement strategies for closing solicitations and ensuring appropriate acknowledgement and recognition.
- Managing staff and volunteers to track and record actions, manage steps, proposals, and relevant donor information in donor database and reports.
- Proactively seek ways to partner cross-departmentally to bolster donor engagement and retention.
- Work collaboratively with department staff, board, and volunteers, to support and execute special events.
- Perform other duties as assigned.

#### **Review the following must-have requirements and qualifications:**

- Positive and unflappable.
- Creative and excellent project manager.
- A leader others want to follow.
- Skilled collaborator.
- Master's degree in Non-profit Management, or a Fundraising Management Certificate, or bachelor's degree in business or relevant field; three (3) or more years of experience with successful fund development; and/or an equivalent combination of education and experience.
- Proven experience in fundraising and have experienced success with major gifts.
- Proficient in Microsoft Office applications, particularly Word, Excel, PowerPoint, Outlook, Teams. Ability to work with customized databases and technology.
- Handles confidential information with discretion.
- Abide by the Association of Fundraising Professionals (AFP) Code of Ethical Principles and Standards.
- Excellent organizational skills with the ability to balance and prioritize multiple tasks and requests and meet deadlines. Flexible and adaptable, able to change plans as needed.
- Excellent written and verbal communication skills with the ability to adapt communication based on audience and purpose with inclusivity.
- Listens patiently and attentively. Ability to express self clearly and effectively.
- Works well independently as well as within diverse teams and environments, while treating everyone with respect.
- Employs best practices associated with the position, while displaying an on-going commitment to learning and self-improvement.
- Ability to work a non-standard/flexible schedule, which may include weekends, evenings, and holidays.

**The Edmonds Waterfront Center advocates for equity and inclusion in hiring.**