



FULCRUM

Open Position

Title: Senior Director of Advancement **Supervises:** Director of Development, Major Gift Officer, Director of Marketing
Reports to: Executive Director **FLSA Status:** Exempt
When Needed: Immediately **FTE:** Full-Time, Regular

Fulcrum Foundation is seeking a talented, engaging, and compassionate Senior Director of Advancement to help us advance our vision of a world where vibrant and innovative Catholic schools offer hope and pursue the common good. We are looking for someone who can work effectively independently as well as part of a team. We need a leader who understands best practices in Advancement and who is passionate about strengthening the vitality, excellence, and sustainability of Catholic schools through funding and thought leadership. We are looking for team members who share our values of one human family – we serve everyone; justice – we increase access to Catholic education, especially for those furthest from educational justice; and stewardship - we leverage and grow talent and treasure to ensure Catholic schools thrive into the future, and we honor our donors and supporters through transparency and integrity. If that sounds like you, we'd like to hear from you. Salary is competitive with non-profit organizations. Fulcrum Foundation offers an excellent benefits package, opportunities for professional development, and an extraordinary work environment.

Who We Are:

In March 2002, the Fulcrum Foundation (a 501(c)3 non-profit) was incorporated with the purpose of providing financial assistance for all Catholic schools in the Archdiocese of Seattle through annual fund raising and a significantly increased endowment. We celebrate the leadership of Archbishop Alex J. Brunett for establishing the Fulcrum Foundation and we give thanks for the vision of Father Stephen Rowan, whose passion and dedication gave shape to the organization from the beginning.

Job Summary:

Under minimal supervision, the Senior Director of Advancement is responsible for the overall fundraising, marketing, engagement, and communications success of the Fulcrum Foundation annually and is a member of the staff leadership team of the Foundation. Works closely with the Executive Director and other leadership team members to establish and achieve annual goals, objectives, and strategies of the Foundation with a focus on advancement functions. Acts as the primary fundraiser for the Foundation, in partnership with the Executive Director and Major Gifts Officer.

This position reports to, and partners with, the Executive Director, and supervises the Director of Development, the Major Gifts Officer, and the Director of Marketing. This position also partners with all team members to advance the vision, mission, and values of the Foundation.

Specific Responsibilities:

Fundraising

- Directs the identification, cultivation, solicitation, and stewardship of donors and donor prospects of the Foundation. Works in collaboration with the Executive Director, Board and committee members, and other key supporters to achieve fundraising goals
- Manages a robust portfolio of prospects by developing or facilitating relationships with those who have the capacity to make significant gifts in support of Fulcrum's mission and priorities and solicits gifts according to established prospect management plan
- Has ultimate responsibility for Fulcrum's annual Celebration of Light gala and the achievement of the fundraising goals established for the event
- Generates new leads and qualifies gift prospects (including for planned gifts and Celebration of Light sponsorships), owns the strategy for them, and assigns roles and action steps for other key development personnel on the Foundation team, as needed, to support the relationship

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- Models effective prospect strategy and engagement, coaches and prepares others to engage in appropriate development engagement
- Runs regular team meetings to ensure accountability and progress to fundraising goals
- Works with Controller to ensure cash receipts and reporting are in alignment with audited numbers

Strategy, Engagement and Planning

- Owns the fundraising strategy for the Foundation and ensures the achievement of the organization’s fundraising strategic priorities as set forth by the Board of Trustees
- Leads, informs, and executes an annual Advancement operations plan based on the Foundation’s strategic pillars and goals
- Oversees creation of, manages, and reconciles annual budgets for the advancement functions; sets and achieves aggressive fundraising goals aligned with the strategic priorities of the Foundation
- In partnership with the Director of Marketing, provides strategic direction for an integrated marketing, engagement, and communications plan for internal and external constituencies to promote fundraising priorities and objectives to drive new audience members; helps drive development of Fulcrum’s “voice” as it pertains to communications
- Identifies needs around prospect development, including engaging the Executive Director and supporters as needed
- Partners with the Office for Catholic Schools and the Superintendent in providing professional development opportunities for Catholic schools in the Archdiocese as well as ensuring Fulcrum’s fundraising priorities are in sync with the strategic goals of the Superintendent
- Proactively builds relationships with principals and development directors at school to build support for Fulcrum’s mission
- Acts as staff liaison and partner to the Chairperson of the Development Committee and helps the committee set and achieve its annual goals each year
- Ensures fundraising budget aligns with annual organizational and financial goals

Leadership and Team Management

- Leads and supports the Advancement team who implements all aspects of advancement programs, including annual giving, major and planned giving, events, corporate and foundation giving, donor recognition, donor stewardship, marketing, engagement, and communications
- Drives and inspires successful attainment of performance metrics and has authority over day-to-day management of advancement operations
- Provides inspiring leadership and training to develop and retain a high performing team
- Serves as a spokesperson for the Foundation’s fundraising priorities and advancement efforts, as needed
- Works closely with Foundation colleagues and other partners to identify and understand projects in need of funding, and opportunities for collaboration
- Informs and updates the Archbishop of Seattle about Celebration of Light plans and arc of evening details, to include his script

General Responsibilities:

- Establishes and cultivates community relations by maintaining open and candid dialogue with all the Foundation’s constituencies
- Is familiar with and complies with all policies and regulations as put forth in the employee handbook
- Since safety and security are everyone’s responsibility, takes all necessary and reasonable precautions to protect employees, volunteers, vendors, equipment, materials and facilities
- Performs other duties as assigned

Required Education & Experience:

- Bachelor’s degree in fundraising, marketing, communications, public relations, or related field from an accredited four-year college or university
- At least 7 years’ progressively successful experience in development/advancement, with an emphasis on cultivating, and soliciting major gifts, preferably in a complex environment with management and operational experience
- At least 5 years’ demonstrated success in managing a team of advancement professionals

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Required Knowledge, Skills & Abilities:

- Demonstrated ability and commitment to managing, developing, mentoring, and coaching staff and colleagues and others on fundraising principles
- Self-starting, detail-oriented, and collaborative team player with a passion for Catholic schools and Catholic education
- Ability to effectively communicate objectives, energize and inspire staff and Board to achieve results and meet goals while creating a culture of trust and collaboration
- Demonstrated ability to develop, manage, and achieve comprehensive team goals; ability to accurately forecast and develop short term and long-term goals
- Confident manner and ability to respectfully shape consensus among multiple stakeholders with potentially conflicting viewpoints; ability to manage to a positive and sustainable outcome
- Demonstrated ability to maintain confidences and protect confidential information
- Demonstrated creativity, organizational ability, and strong attention to detail
- Ability to make decisions and meet goals in ambiguous situations
- Ability to exercise good judgement based on information and analysis in a fast paced, dynamic, and deadline-driven environment in an organized and professional manner
- Connection to and familiarity with the communities served by the Foundation and with the local community at large
- Ability to build and sustain strong inter-personal relationships
- A positive, proactive, and authentic predisposition
- Impeccable oral and written communication skills
- Commitment to diversity, equity, and belonging
- Flexibility, maturity, and a sense of humor
- Proficient at working in a Microsoft Windows environment, using Office; ability to master common automated systems for record keeping, and confidently learn new technology
- Ability to work respectfully and collaboratively in team situations
- Ability to sit or stand and work on a computer up to eight hours in a day
- Must be able to speak and hear on a phone to interact with donors, vendors, and employees
- Ability to work a flexible schedule for events scheduled on evenings and weekends
- Ability to lift up to 20 pounds

If this sounds like you, please complete our [employment application](#). Submit your completed application, résumé, and a cover letter indicating why you are interested in the position and in Fulcrum Foundation to jobs@fulcrumfoundation.org.

For more information on our company and benefits, please see our [Careers](#) page.

Thank you for your interest in this position and in Fulcrum Foundation.

This position is open until filled. No phone calls or drop-ins please.

Fulcrum Foundation is an equal opportunity employer. This means we do not discriminate in employment decisions or policies in violation of law on the basis of any legally protected status, including race, color, national origin, citizenship status, creed, religion, gender, national origin, age (over 40), marital status, physical or mental disability, use of a trained service animal, gender identity, sexual orientation, political ideology, HIV status, veteran status, or any other characteristic protected by federal, state, or local laws. Our policy of non-discrimination applies to all terms and conditions of employment, including, but not limited to, hiring, placement, promotion, termination, reduction in force, transfer, leaves of absence, compensation, and training. We comply with all applicable federal, state, and local laws that prohibit discrimination in employment.

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