



The mission of the Seattle Chinatown International District Preservation and Development Authority (SCIDpda) is to preserve, promote and develop the Seattle Chinatown International District as a vibrant community and unique ethnic neighborhood through its programs and services. For more information refer to www.SCIDpda.org.

The SCIDpda seeks a full-time community focused and enthusiastic Development & Communication Manager to join its management team.

General Nature and Scope

Manage development and communication activities for the organization including grant writing and fundraising events management. Communicate on behalf of the organization with a range of constituents and by utilizing a variety of tools. Manage communication and coordination of the SCIDpda Board as the Public Records Officer.

Essential Duties

- Manage development activities for the organization; work with senior staff to develop and implement annual fundraising development plan; this plan will include events, donor cultivation, and grant management
- Write fundraising proposals for a variety of funders that cover the range of community development projects; identify funding opportunities and work as part of the team of key staff working on projects
- Ensure that the organization meets funding requirements and obligations; work with key staff in the management and reporting of awarded grants
- Lead special events to fundraise, raise the organization profile, and cultivate donors; coordinate sponsorship requests for the organization
- Responsible for internal and external communication content and tools, including website, social media, newsletters, and printed materials
- Manage and collaborate with part-time fundraising/communication staff to ensure: coordination and volunteer support of fundraising events, donation acknowledgment support, and maintenance of donor and communication databases
- Ensure that organizational communication, materials, and events reflect the organizational brand, mission and values; support and educate staff and Board on fundraising and communication activities
- Act as the Public Records Officer for the SCIDpda Board, which includes the following responsibilities: attending monthly board meetings and taking minutes, records management, coordinating board meetings, and working with the City of Seattle to maintain SCIDpda public records compliance

Skills, Knowledge and General Qualities Required

- Proven record to grow development activities within an organization
- Strong writing and speaking skills; project management skills; and budget skills
- Ability to work in a constantly changing environment; ability to multi-task and manage projects
- Strong attention to detail, initiative, and work ethic; strong organizational skills; good listening skills
- Ability to work comfortably within all levels of the organization, as well as externally
- Comfortable with technology; proficiency in Microsoft Office Suite
- Past experience with E-Tapestry desired

Education and Experience

Any combination of experience and training that would likely provide the required knowledge, skills and abilities will be considered.

- 3 – 5 years of experience in a similar role; college degree desired
- Experience working in Asian Pacific Islander-focused organizations, community development or senior services desired

Licenses or certificates: None

Physical Demands/Working Conditions

The physical demands here are representative of those that must be met by an employee in a business office environment to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of the job.

- Work is performed in an office environment with a low noise volume
- While performing the duties of this job, the employee is frequently required to read, speak, stand, walk, sit and use a computer keyboard and monitor
- Regular contact with people
- Ability to lift up to 25 lbs.

This position description generally describes the principle functions of the position, the level of knowledge and skills typically required and the general scope of responsibility. It is not intended as a complete list of specific duties and responsibilities and should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned including work in other functional areas.