

NORTHWEST MARITIME CENTER

Port Townsend, Washington



JOB DESCRIPTION: Development Director

The Northwest Maritime Center (NWMC) is seeking a Development Director (DD) to lead ongoing philanthropic fund development and event sponsorship during a phase of rapid program and business growth. The DD will report to the Executive Director, working closely with the board of directors and as a key part of the leadership team be a central part of creating and executing organization-wide strategy to manage the success of this established and growing organization. The DD will serve in a role as the champion of philanthropy at both board and staff levels and help shape and inform updating the organization's strategic plans. The Development Director need not be a subject matter expert in any of the areas of focus, but will need the skills to help the Development team, ED, and event managers to take their success to the next level.

WHY YOU WANT TO WORK HERE

"There are rare moments when organizations have the combination of a talented and motivated staff, a powerful board, a healthy and productive work culture, are executing well on existing programs but still innovating and looking for the next step—we're in that moment, and it's exciting." At least that's what we were saying in January, and we know we will be there again.

Like all organizations, the current pandemic has had significant impacts on our organization and our ability to serve our community. We shifted activities and made some hard choices, but did so to preserve the resources that would enable us to rebuild when public health again allowed us to return to normal service levels. The Development Director hiring process is part of that rebuilding, and we want you if you have the skills and are excited to be part of the team that does it.

The NWMC is dynamic, growing, and making a difference in our community and taking an increasing role in the region. We serve individual students and program participants, but we also work to help solve community problems like systemic improvements in our public schools, economic development, job training, and working regionally to pair the opportunities in the maritime industry with the need to address systemic oppression in communities of color. Plus, all of the fun stuff like kids' programs, festivals, and adventure races. Our waterfront campus is vibrant with a multitude of compelling activities, and all of them done to meet or advance industry best practices. In the words of a board member: "We don't do B work."

The Northwest Maritime Center's relative scale to our small town means that the effects of our success can be observed in the success of our community. However, our community is growing beyond Port Townsend into the greater Puget Sound region. You'll be doing meaningful work for the region, and your efforts will make a tangible difference. On top of it all, you'd be connected to our main campus in Port Townsend: natural beauty, heritage buildings, arts community, wooden boats, zero traffic jams.



NORTHWEST MARITIME CENTER
431 Water Street, Port Townsend, WA 98368
nwmaritime.org | 360.385.3628

PRIMARY RESPONSIBILITIES:

- Acquisition, execution, optimizing efforts, and continuing to regionalize our fundraising as we shape ourselves through significant growth
- Responsible for the overall strategy and execution of fund development and sponsorship
- Leading the development team to craft and execute an integrated strategy including:
 - Major Donors
 - Campaigns for strategic initiatives
 - Corporate giving
 - Membership
 - Fundraising events
 - Foundation giving
- Be a central figure in scoping, staffing, and executing a potential multi-million-dollar campaign for site control and improvements of an adjacent property

Organizational Leadership

- Drive and inspire development department to performance, currently a team of 3 staff members
- Drive and inspire Donor Relations Committee and full board to meet or exceed board generated giving targets, including board members' personal giving
- In partnership with the Director of Donor Relations, develop and execute a major gift strategy
- Contribute to the development of NWMC's strategic goals and objectives as well as the overall management of the organization
- Be a key player in developing regional expansion projects, especially in terms of feasibility of contributed income streams
- Support board and ED by tracking performance against budget, and be proactive in both anticipating shortfalls and pivoting when opportunities present themselves
- Serve as a member of the staff leadership team to shape vision and strategy

Donor and Acquisition and Stewardship

- Grow our base of new donors and sponsors, with a focus on prospects in the greater Seattle area, and the NWMC's other "hometowns" of Tacoma, Victoria, Seattle, and Ketchikan
- Increase corporate giving through new and upgraded sponsors, increased focus on prospect research, etc.
- Upgrade and implement an appropriate system of policies, standards, and procedures

Operations

- Work with the Finance Director, Executive Director, and senior staff to plan, coordinate to execute the annual planning and budgeting process



- Assist NWMC in performing to objectives and milestones in the strategic plan
- Other duties as assigned

GENERAL OPERATIONS

While this position's primary responsibility is in non-profit fundraising and development, the Development Director will work as part of the NWMC team to ensure smooth operations for the organization as a whole. This could include providing information to visitors to the Northwest Maritime Center and helping out in projects and events that require all-hands-on-deck, to helping tie up a vessel coming into our dock because you happen to be standing there. We all pitch in for the heavy lifting now and then—sometimes this is metaphoric; occasionally we all have to actually help lift something heavy.

MINIMUM QUALIFICATIONS

We are a learning organization. An ideal candidate will have sufficient experience in this or similar roles to help the organization learn and grow, provide meaningful feedback to both improve organizational functionality, all while balancing considerations between financial, community, and mission goals.

- 5 – 10 years' development experience with progressive responsibilities
- Experience working in organizations with annual budgets from \$5M – 10M
- Knowledge and experience in capital campaigns of \$5M – 10M
- Experience managing/mentoring employees within a development context
- Experience securing and stewarding six and seven figure donors
- Experience in corporate giving and event sponsorships (\$10k – 30k)
- Excellent judgment and creative problem-solving skills.
- Team player who can see the big picture, prioritize, and then multitask between various needs in our small, but relatively complex organization
- Self-reliant, problem solver, results oriented
- Energetic, flexible, collaborative, and proactive; a team leader who can positively impact operations
- Solid written, oral, interpersonal, and presentation skills and the ability to effectively engage with senior management, board of directors, and staff
- Ability to operate as an effective tactical performer as well as a manager and a strategic thinker

PREFERRED QUALIFICATIONS

- Undergraduate degree or master's in relevant field and/or CFRE
- High comfort with ambiguity/evolving truths – most years (but especially this one) we're filling in the blank parts of the map as we grow. This role will need to be comfortable making well-reasoned judgement calls with less than perfect information, and creating the right amount of structure as we grow
- Incredibly competent at all of the above that they would be able to do all of that in their sleep, have a true excitement about the mission and programs of the NWMC, and possess the ability to



provide customer service and donor stewardship in a manner that is simultaneously professional and authentic; we do a good job but we aren't sterile. To us, customer service isn't the forced smile and "Have a nice day" as people exit the plane, but honoring people enough to be present and human with them.

The Northwest Maritime Center is an equal opportunity employer that welcomes and encourages individuals of all cultures and communities to apply.

Submit resume and cover letter to apply@nwmaritime.org. Include "Development Director" in the subject line.

Position is FULL-TIME, includes a competitive compensation package with health benefits and paid time off. **LOCATION:** Offices is located at 431 Water St., Port Townsend, WA 98368, but this position could be done partially remotely from anywhere in the greater Puget Sound region.

POSITION TITLE: Development Director

REPORTS TO: Executive Director, Jake Beattie

Deadline for applications: open until filled

Organizational background

The headwaters of the Northwest Maritime Center stem back to the wooden boat renaissance that took place in Port Townsend, Washington in the 1970's. Drawn in by the charm of the town and its location as a jumping off spot for open ocean or inland cruising, a group of traditional craft revivalists sailed into town and created a Mecca for wooden boat enthusiasts. Nationally known maritime legends are among the shipwrights and riggers, sail makers and sailors that came to call Port Townsend home. The first Wooden Boat Festival was started as a party amongst this group of romantics.

Forty-three festivals later (and counting) our focus has grown to encompass both the traditional and contemporary. Built in 2009, our 27,000 square foot waterfront campus marries the romance of the sea with state-of-the-art technology.

Since humans first ventured onto the water, maritime experiences have been tied to exploration. Today, the NMWC uses maritime experiences to propel people of all ages into explorations of their own.

Our theory of change: Through the powerful maritime experiences people gain competency and as a result become more confident in their own abilities. That confidence leads to greater engagement in the world around them, and that ability to engage coupled with their increased confidence leads to increased ability and willingness to explore, try new things, embrace the unknown, be of service to their communities and the world.



Our world needs explorers and innovators; the answers to the problems of tomorrow won't be on a standardized test. There are many ways to instill the confidence needed for exploration, the sea is simply the best teacher we know.

For both its own related clusters of programs and as an incubator and support organization for partner organizations, the Northwest Maritime Center is a hub of marine related activity designed to create positive change through powerful, value forming experiences on and around the water. Its organizational backbone supports a number of distinct business units:

- Port Townsend Wooden Boat Festival- in its 42nd year, it is the largest Wooden Boat Festival in North America. We also think it's the most fun.
- Wooden Boat Chandlery- Selling gifts, and new and used hardware across the country, expanding this year into an additional physical location.
- Marine Thrift- Providing used gear and materials to boating's scrappy side since 2016.
- Maritime Programs- Youth and adult, vocational, avocational, in-school, summer programs, boat share programs, learning symposiums, navigation lessons, sailing lesson, etc.
- Facility rentals- long term tenants, event rentals, Boatshop use, boat storage, and ship simulator
- Race to Alaska- Started in 2015, this is a new and nationally recognized engineless boat race up the inside passage to Alaska. (Link: r2ak.com)
- Seventy48- our newest event to get people on the water, this is a human powered boat race between Tacoma and Port Townsend. Seventy miles, 48 hours to complete it.
- 48° North- The Pacific Northwest's sailing magazine of record since the early 1980's (link: 48North.com), the NWMC has owned and operated the magazine since 2018.
- Salish Sea Expeditions- Since its inception in 1994, Salish has engaged over 12,000 middle and high school students in hands-on, vessel based marine science learning. Salish joined the NWMC family of programs in 2019. (Salish.org)

In addition to our own programs, there are several key external programs that we support:

- Port Townsend School District's Maritime Discovery Schools initiative- We worked with the Port Townsend Schools to create the nation's first place based school district aligned around a central maritime theme.
- Bremerton School District/West Sound Tech's Port Townsend based skills center located on the NWMC campus: (Link: [Port Townsend Maritime Academy](http://PortTownsendMaritimeAcademy))
- Highline School District and the Port of Seattle's initiative to create a new, standalone, Maritime focused high school in the South Park Neighborhood of Seattle. (Link to concept website: <https://www.seattlemaritime.org/>)
- Youth clubs (Port Townsend Sailing Team, etc)
- Maritime training schools offering training onsite for professional mariners
- Lesser support and/or facility use for numerous maritime non-profit organizations (Port Townsend Marine Trades, Sound Experience, Rat Island Rowing Club, US Power Squadron, etc)

