

Title: Director of Development and Communications

Company: Burn Design Lab, BDL

Location: Vashon, WA / Seattle area

Modality: Hybrid [initially on-site]

Position type: Full-time / permanent

Overview: Do you have a passion for people, the environment, and international development? Are you both creative and results oriented? Are you ready to apply your skills and experience in fundraising towards a compelling mission?

For over 2 billion people, cooking is a daily hazard. Women prepare meals using biomass fuels over open fires, exposing themselves and their families to dangerous levels of toxic smoke. The daily search for fuel degrades the local environment and allows little time for outside work, education, or rest, leaving women and girls trapped in a cycle of economic hardship and poor health.

Burn Design Lab (BDL) is dedicated to helping women and their families in the developing world live better, healthier lives through access to cleaner-burning cookstoves. Headquartered on Vashon Island, WA, BDL improves lives and protects the environment by researching, designing, and developing cleaner burning cookstoves. Currently, Burn Design Lab's \$700k - \$1MM annual revenue comes from Individual and Major Donors, Foundations, Project Grants, Program Income, and Corporate Sponsors.

Position Summary: BDL is seeking a highly motivated and experienced Director of Development and Communications to lead its fundraising program. Reporting to the Executive Director and supervising the Development and Communications team (2-3), the Director of Development and Communications is responsible for developing and executing the organization's fundraising efforts, with a focus on Individual and Major Donors, Foundation Partners, and Corporate Partners. Working closely with the staff, volunteer development committee, and Board of Directors, the Director of Development and Communications leads fundraising to meet the organization's annual revenue goal of \$1MM by 2028. This position requires a seasoned professional with a deep understanding of nonprofit development, a proven track record of successful fundraising, and a passion for improving women's lives and protecting the environment on an international scale.

Key Responsibilities:

1. Develop and execute a comprehensive fundraising strategy aligned with BDL's fundraising targets, accounting for Major Donors, Foundation Partners, General Donor engagement, and Corporate Partners.
2. Identify, proactively cultivate, solicit, and steward a portfolio of 50+ major donors and prospects (over \$2,500 per year), with a focus on growing our current list of donors with the potential capacity to invest five to six figure gifts per year.
3. Build and foster strong relationships with BDL's current and prospective foundation partners (with Executive Director) with a focus on increasing number of foundation gifts for unrestricted multi-year support.

4. Oversee the grant task force team (3-4 staff/volunteers) to manage the development and submission of grant proposals, including prospect research, vetting, grant writing, and reporting.
5. Lead the development team in planning and executing successful campaigns and donor cultivation events, leveraging fundraising best practices and innovative approaches to maximize donor engagement, growth, and giving.
6. Create compelling and persuasive fundraising materials, including proposals, case statements, impact reports, and donor correspondence using BDL's Brand Guide and Best Practices.
7. Develop and maintain strong relationships with donors, serving as their primary point of contact and overseeing the regular updates on BDL's impact, initiatives, and opportunities for involvement from our Communications team (1-2 personnel).
8. Collaborate with the leadership team and board members to identify funding priorities, align donor interests with organizational needs, and leverage their expertise and networks to support fundraising efforts.
9. Evaluate the cost benefit of pursuing corporate sponsor revenue and if applicable lead the effort to build and maintain corporate relationships to secure sponsorship upwards of 5% of BDL's annual budget
10. Oversee the accurate and timely entry of donor information, interactions, and prospect research into the donor database, ensuring data integrity and leveraging the system for effective donor cultivation and stewardship.
11. Track and report progress towards annual fundraising goal, provide monthly updates to the leadership team and quarterly updates to the board, while analyzing donor giving patterns to inform strategic decision-making.

Qualifications:

- Minimum of 5+ years of demonstrated success in fundraising, preferably in similar Director or Management level role.
- Proven understanding of fundraising best practices, including cultivation, solicitation, and stewardship strategies, as well as experience with prospect research and donor pipeline management.
- Proven ability to build and maintain strong relationships with high-net-worth individuals, foundations, and corporate partners, with a track record of securing six-figure gifts.
- Ability to develop and implement strategic fundraising plans, identify fundraising opportunities, and think creatively to engage donors and meet fundraising goals.
- Exceptional written and verbal communication skills, with the ability to craft compelling fundraising materials and deliver persuasive presentations.
- Demonstrated experience working collaboratively with internal and external stakeholders, including executive leadership, program staff, board members, and volunteers.
- Proficiency in using DonorPerfect or other CRM platforms to manage donor relationships, track contributions, and generate reports.
- Strong analytical and problem-solving skills, with a focus on achieving measurable outcomes and exceeding fundraising targets.
- Excellent project management skills, with the ability to prioritize tasks, meet deadlines, and manage multiple projects simultaneously.

- Strong passion and commitment for international development, women's health, and/or the environment
- Ability and willingness to travel within the Greater Seattle / Tacoma area for donor events, engagements, and meetings (including Vashon Island, Bainbridge Island, Mercer Island, Gig Harbor, etc.)
- **Preferred:**
- Experience with non-profit strategic planning and program management.
- Minimum 3-4 days per week commitment on Vashon Island for first 90 days (hybrid).
- **Benefits:**
- Range of \$65,000 - \$85,000 per year salary, commensurate with experience. Opportunities to grow with the organization's success.
- Compensation package includes health insurance, 15 vacation days, 15 holidays, and sick days per year.
- Option for remote work up to 3-4 days per week after onboarding

How to Apply: Interested candidates should submit a resume and cover letter outlining your qualifications and interest in the position to hr@burndesignlab.org. Please include "Director of Development and Communication Application - <Your Name>" in the subject line. Applications will be accepted until the right candidate has been hired.

Burn Design Lab is an equal opportunity employer committed to diversity and inclusion. We strongly encourage diverse applicants to apply. BDL will ensure that persons with disabilities are provided reasonable accommodations for the hiring process in accordance with applicable law. If reasonable accommodation is needed, please contact us at hr@burndesignlab.org.