



Byrd Barr Place Impact Director Job Description

Department: Executive Leadership
Position Title: Impact Director
Reports To: Chief Executive Officer
Staff Supervision: Yes
Salary/Wage: Nonexempt: \$75,480-\$102,000

About Byrd Barr Place: We envision abundant communities where all prosper. Our mission is to create a more equitable Seattle through innovative programs and advocacy that empower people to live healthier and more prosperous lives.

Byrd Barr Place (BBP) provides services to a range of clients with a focus on individuals, families, and communities impacted by racism, poverty and/or home instability. As an organization, we are creating a community hub dedicated to preserving Black Washingtonian history, serving the community as it exists today with essential services, and partnering with others to advocate for systemic change.

General Description: The Impact Director is a senior leadership position, reporting to the CEO, providing strategic leadership and partnership in the execution of the organization's fund development strategy, with a focus on cultivating strategic funder relationships and resource generation.

In partnership with the CEO, you will spearhead strategic communications and public relations and as well as manage internal and external platforms and tools for donor-facing storytelling, marketing, and partner relationship management. In collaboration with the CEO and Director of Operations, you will be accountable for leading and cultivating long-term relationship-building with prospective and current donors, media, advocacy partners and others including private foundations and corporations to contribute to sustainable, long-term financial well-being for BBP as a whole.

The Impact Director will be an experienced fundraiser and expert relationship builder, with demonstrated success in cultivating strategic philanthropic partnerships. You will be a key member of BBP's Executive Leadership Team and serve as a trusted partner to the Board of Directors as the External Committee liaison.

The Impact Director will manage operations and persons (employees and contractors) responsible for BBP events, PR, strategic communications, grant writing, and fund development. This role will partner with the Director of Operations on advocacy campaigns and



community engagement initiatives, especially to ensure integration between fund development and program excellence.

Core Responsibilities:

Fund Development:

- Develop and implement Byrd Barr Place's fundraising plan to meet each year's fundraising goals.
- Identify and cultivate long-term relationships among existing and potential donors and community partners including individuals, DAFs, private foundations, corporate organizations, and like-minded organizations including the Equitable Recovery & Reconciliation Alliance (ERRA), Black Future Co-op Fund, and the Delta Model.
- In partnership with the CEO and CFO, forecast expected income from fund development efforts. Gather regular feedback from internal program leaders, donors, and partners to help connect BBP programs and needs to current and future fund development opportunities
- Lead in establishing equitable, transparent, efficient systems, processes and budgets for annual fund development and community impact initiatives.
- Create and maintain strong, collaborative relationships with key outside colleagues, donors, community partners, grantees, and civic and political leaders.
- Write and produce donor solicitations, acknowledgements, and funder reports.
- Create donor communication materials in print and online.
- Accountable for ensuring our donor database and other tools to track pledges and gifts are serving the organization, and lead efforts to make improvements where needed
- Manage grant planning, submission and tracking and fundraising campaign planning and execution.
- Collaborate with external fundraising professionals.

Strategic Communications

- In partnership with the Senior Leadership team, strategize and refine the BBP's impact storytelling to a diverse constituency.
- In partnership with Senior Leadership and others, develop and manage BBP's voice for storytelling and thought leadership, as well as support the board in their fundraising efforts.
- Capture and disseminate data and insights in external communications, both written and verbal, and as appropriate.
- Partner with Senior Leadership Team and board on generating & championing points of view, publishing, speaking engagements
- Manage internal and external platforms and tools for donor-facing storytelling, marketing, and partner relationship management



- Oversee agency marketing and public relations including updating website/social media periodically with current information and announcements and responding to media requests.
- Coordinate the collection of client stories between staff and clients.
- Oversee event planning and execution for special events related to fundraising.

Senior Leadership responsibilities:

- Be a strategic thought partner and a collaborative problem solver with the CEO, COO, senior staff, Impact team, Board of Directors, and donors.
- Serve as a mentor and role model to staff in creating a philanthropic culture that values paying it forward in many ways (not just through financial means).
- Co-lead internal culture and community-building initiatives with the Senior Leadership Team, to reinforce BBP values and principles: perseverance, innovation, equity and compassion
- Provide staff leadership for the External Committee of the Board of Directors.
- Manage and engage staff and contractors responsible for execution and delivery of impact, fund development and community engagement initiatives.
- Carry out special projects as required.
- Adhere to the BBP's core values and guiding principles.

Minimum qualifications:

- 7 years' professional experience with progressive responsibilities (including management) and familiarity with the philanthropic and nonprofit sectors
- Excellent strategic communications and storytelling skills
- Excellent strategic and problem-solving skills with the ability to adapt and overcome challenges
- Thoughtful understanding of donor priorities and community needs in key areas
- Ability to build sustainable and productive partnerships with nonprofits, philanthropic partners, academic institutions, and city and state government. Comfortable and capable of speaking to these constituents and other stakeholders (both nationally and locally).
- Possesses the ability to simultaneously manage multiple, complex projects with attention to detail, resourcefulness, collaboration, flexibility, creativity, and patience.
- Advanced proficiency in Microsoft Office (Power Point, Excel, Word, Outlook)

The ideal candidate also brings:

- Master's degree desired, but bachelor's with significant and relevant work experience may substitute.
- Existing community relationships and/or proven ability to develop and maintain strategic relationships for fund development and community advocacy



- Resourcefulness with available funding and creating fund development opportunities for donor and funder partnerships.
- Record of strong community engagement experience, grounded in a shared value of diversity, equity, and inclusion. Commitment to implementing diversity, equity, inclusion and belonging best practices and engaging in continuous learning
- Track record of effectively leading and integrating teams; ability to point to specific examples of having developed and operationalized strategies that have taken an organization to the next stage of growth
- Experience with budgeting and financial management of operating and grantmaking budgets.
- Experience with grant writing and or event planning is desired but not required
- Public speaking experience and skillset
- Commitment to personal learning and development and openness to feedback.
- Experience or familiarity with human-centered design

Benefits: Byrd Barr Place provides a comprehensive benefits package including medical, dental and vision coverage; employer contributed FSA or HSA, employer-matched 401(K) plan, short and long-term disability, group life and accident insurance, annual vacation and sick leave accrual and paid holidays.

Location: 722 18th Ave, Seattle, WA 98122

Please send your resume and cover letter to: Andrea@byrdbarr.place