

DEVELOPMENT MANAGER

SEATTLE CENTER FOUNDATION

JOB DESCRIPTION

Position Description:

The Development Manager plays a critical strategic operational role on the Development team. This role is essential to our organization's growth and investment in infrastructure. This generalist position is responsible for building and maintaining the operations of the development team and project managing key strategic initiatives. This role does not hold a major gifts portfolio.

The ideal candidate is a self-motivated systems-thinker with a passion for Seattle Center Foundation's mission and vision.

This is a full-time role requiring on-site presence. Employees enjoy the flexibility of a hybrid schedule with potential for up to two remote days per week on average as work allows.

Salary range: \$95,000 - \$100,000 + Benefits (health, dental, vision, retirement, commuter)

Reports to: Advancement Director

About the Seattle Center Foundation:

The Seattle Center Foundation actively inspires community engagement to support and promote the Seattle Center community. We are a 50-year-old entity serving as a conduit for Festál, the Seattle King County Health Clinic and free and accessible programming on campus.

We are a growing organization focused on two main initiatives: the passing of a \$1B+ bond to invest in campus' capital infrastructure and a \$100M fund to support shared services, innovative programming and creation of an Eco-District at Seattle Center.

Our 4-person team is energized, independent and partnership oriented.

Essential Functions:**Development Operations & Data Management - 50%:**

- Project manage the selection and standing-up of a new CRM
- Maintain accurate and up-to-date donor and gift records in the CRM
- Personalize and send acknowledgment letters.
- Create a schedule and system for meaningful reporting. Run regular development reports, including donor activity, fundraising performance, and campaign tracking working in close partnership with operations/finance staff.

- Oversee the creation and management of key development policies and workflows, such as gift acceptance, processing, data hygiene and record keeping
- Assist in pledge tracking and reconciliation with the finance and operations team.
- Other duties as assigned

Major Gifts & Campaign – 25%:

- Create models and plans for the philanthropic fund, supporting shared services, eco-district creation and programming that private philanthropy will support
- Support the Advancement Director, Executive Director and board in major gifts outreach by managing logistics for donor outreach, such as researching prospects, customizing proposal materials, to maximize donor-facing meetings and activities with prospects.
- Stand up the planned giving program
- Serve as a liaison between donors and Seattle Center Foundation and assist donors with questions pertaining to their gifts as needed.

Stewardship & Events Support – 25%:

- Support the 50th anniversary events and communications in Spring 2027
- Coordinate logistics for ongoing donor communications, including the annual report and regular stewardship materials
- Assist in planning and executing donor events, including vendor management.

QUALIFICATIONS:

- Strong interest in the mission and vision of the Seattle Center Foundation.
- 5 years of development, operations or relevant experience preferred
- Commitment to building community-centric systems
- Team-oriented and highly flexible
- Strong organizational skills and attention to detail
- Self-starter mentality and ability to prioritize
- An understanding of the importance of relationship management and stakeholder engagement
- Experience with standard fundraising CRMs and donor management fundraising software applications
- Proficiency with Microsoft Suite
- Ability to attend evening and weekend events occasionally (approximately 2x monthly)

To apply: Email cover letter and resume to Sarah Marino, Advancement Director, smarino@seattlecenter.org by September 1, 2026.