Job Title: Director of Development, Major Gifts  
Reports to: Executive Director  
Hours: Full Time, Exempt  
Location: Redmond, WA (on-site)  
Salary Range: $90,000-$100,000  

Overview  
Since 1976, Little Bit Therapeutic Riding Center has been at the forefront of the effort to help those with disabilities to lead more enriched lives through equine-assisted services.  

As a member of the senior leadership team, the Director of Development, Major Gifts, will work closely with the Executive Director and Board of Directors to create and implement the fundraising strategy for Little Bit. With the help of a development team, meet/exceed $1.8M annual development goal through a variety of revenue streams, including individual gifts; major gifts; grant writing; annual fund; legacy giving; monthly donors; community campaigns; and annual events including an auction and a golf tournament.

Typical Duties and Responsibilities  
- Provide fundraising expertise and perspective to Little Bit’s long-term strategic planning, implementation, and fiscal management.  
- Create and implement an annual fundraising plan with measurable goals, strategies, and analysis to meet fundraising needs, and advance organizational strategic goals.  
- Work with the Executive Director, department leaders, volunteers, and Development Department staff to identify, cultivate, and solicit major gift prospects, including members of the business community, or other key users of the organization’s services as appropriate. Emphasis is on securing multi-year pledges.  
- Oversee implementation of stewardship and recognition for all major donors.  
- Prepare written proposals, informational materials, agreements, and other materials needed to secure major gifts.  
- Oversee programs to reach new audiences, build community awareness, enhance our digital presence, and deliver compelling materials.  
- Function as a resource in the coordination of Little Bit events.  
- Supervise three team members: Event Coordinator, Grants Coordinator, and Gifts Processing and Database Coordinator.  
- Perform other duties as assigned.

Desired Qualifications  
- Bachelor’s degree or equivalent combination of education and experience
• Seven (7) + years of professional level fundraising experience in a non-profit setting or for-profit trust management services
• Experience with Major Gift and Legacy Giving fundraising
• Experience with DonorPerfect or other donor CRM software
• Event management experience
• Ability and aptitude with Microsoft 365 and other technology necessary for successful day-to-day functioning in business environment
• Supervisory/management experience
• Outstanding written and verbal communication skills are required, along with the ability to work professionally with members of the external community and be efficient and comfortable in situations that require public presentations in front of large groups.
• U.S. citizen or valid resident/work permit. Sponsorship not available.
• Must pass a Washington State and Federal criminal history background check.

Work Environment and Physical Requirements
You won’t need the endurance of a stallion, but you will have some light physical demands (i.e. spending hours listening and talking; working on the computer and phone; local travel to donor meetings and events; lifting light pieces of equipment and materials; and occasionally working long days, nights or weekends.)

Benefits
This full-time position offers full benefits, including 11 paid holidays, accrued paid-time-off (PTO), and generous medical/dental/vision insurance in accord with established policies.

Apply
Don’t have colt feet! Email your resume and cover letter to jobs@littlebit.org

Little Bit is an Equal Opportunity Employer.  
Women, minorities, veterans, and persons with disabilities are encouraged to apply.