



## Who We Are

---

Families of Color Seattle (FOCS) is a thriving BIPOC community dedicated to shaping a world where children of color are born into a loving, racially, and economically just community.

We connect families, caregivers, and children through:

- Peer-led Parent Groups- our groups are open to parents with children of all ages in the Seattle metro area and surrounding Native reservations
- Family Programming and BIPOC-centered community events in the Seattle metro area
- Systems Change Work such as racial equity workshops and advocacy and mobilization around policy issues that affect families, such as reproductive justice, health, and education equity

Since 2013, our work, led by mothers of color, has connected over 3,000 families in the community, employed and trained over 50 BIPOC parents to facilitate parent groups, and conducted over 70 consultations and workshops for community organizations, public and independent schools, and preschools.

## Why We Exist

---

Families of Color Seattle (FOCS) was founded in 2013 because the vision that children of color are born into a loving community that is racially and economically just is not one that we can take for granted in our society.

Parenting in the Seattle metro area presents unique challenges for many families, including shifts in identity, social circles, and a lack of extended family support. For BIPOC families, these experiences are often intensified by the lack of representation and resources for families and children of color in mainstream narratives, coupled with the rapid gentrification happening in Seattle and the overall systemic injustice that BIPOC individuals face daily in today's world. FOCS addresses the critical need for connection, mutual support, and community, which are essential for parents and caregivers to thrive.



Like all parents, BIPOC parents crave community and a safe place where they can share the joys and concerns related to parenting. For BIPOC parents, however, there are few such spaces that acknowledge us and lift us up, centering our cultures and experiences.

FOCS brings BIPOC families together in intentional community spaces where BIPOC parents can show up as they are and be fully seen, validated, and supported in all of their intersectional identities. We also empower BIPOC families to participate in systems change work to dismantle institutional racism. FOCS provides these opportunities through our Parent Groups, Family Programs, and Systems Change Work (each further described below).

## The Opportunity

FOCS seeks a highly relational Development Director to work at the intersection of parenthood and racialized identities, community, and policy work! FOCS has recently received 501c3 status and is a stable organization ready to grow into its next chapter. This position will focus on building an individual giving program, cultivating relationships, and raising money to support this wonderful mission!



FOCS boasts a working environment that is highly autonomous and features six incredible values-driven colleagues, the majority of whom come from organizing backgrounds. In this position, you'll have proximity to all aspects of the organization and work in a highly collaborative manner. While FOCS projects a revenue of \$1.26 million per year, the majority of that funding comes from institutions. FOCS's goal is to increase individual giving.

This position reports to the Executive Director, but works closely with a Communications Manager, Director of Strategy and Operations, and a part-time contract Grant Writer.

Due to the nature of FOCS work, participants in our programs hold a high affinity with FOCS and its mission and are ready to be engaged. The possibilities for growth include individual giving and growing alumni donor programs. This position will build great partnerships working with the Director of Programs and manage the creation of revenue-generating efforts along with colleagues.

The right candidate leading development work will be largely self-motivated, highly relationship-oriented, creative, enthusiastic, organized, great at follow-up, and results-oriented. They will welcome FOCS' culture of caring and holding space for each other and ourselves. Since FOCS serves families in the Seattle metro area and its office is located in Seattle, staff should reside in the Seattle metro area to work in the office on a hybrid schedule. The right candidate will have a strong foundation of racial justice principles and a view on fundraising that does not have to "fit in" with the white-dominant world of philanthropy.



*Families of Color has been instrumental in my journey as a parent, and I love creating community and opportunities for other BIPOC families.*

**-Sarah**

## Our Commitment to Diversity

We strongly encourage applications from individuals who identify as Black, Indigenous, People of Color (BIPOC), immigrants, women, people with disabilities, people who are gender expansive, members of the LGBTQ+ community, and individuals with diverse cultural backgrounds and language abilities. FOCS strongly encourages candidates who have lived or have had experiences that are adjacent to those of our served community to join our fully BIPOC team. We welcome candidates who understand the systemic challenges that families of color face. Working parents of color, people of color with disabilities, 2SLGBTQ+ people of color, and others who hold multiple intersectional identities are all encouraged to apply.

Families of Color Seattle is an equal opportunity employer committed to having a diverse staff, board, and volunteer base that reflects the communities we serve and enhances our ability to create a vibrant environment where all members of our community thrive.



FOCS is committed to providing a work environment free from discrimination and harassment. FOCS does not discriminate on the basis of class, race, color, sex, marital status, sexual orientation, gender identity, veteran status, political ideology, age, creed, religion, ancestry, national origin, or the presence of any sensory, mental, or physical disability. Excepting any undue hardship, FOCS will provide reasonable accommodations upon request for candidates taking part in all aspects of the selection process.

## Key Priorities and Responsibility

**Fund Development Planning and Strategy:** This position will lead and drive development efforts, including donor communications and fundraising-related special events, with a focus on building up the FOCS development plan to increase unrestricted philanthropic revenue. This will include building individual giving programs, an alumni program, and sustaining grant work through a grants contractor. FOCS current budget is \$1.26 million, with a goal of \$120,000 from individuals.

*Responsibilities include expanding on and implementing a development plan and driving unrestricted revenue for the organization.*

**Leadership and Collaboration:** Lead and drive development efforts in a financially steady time for FOCS, which has recently become its own 501c3 after nearly ten years of fiscal sponsorship. It is the perfect time to pursue new growth opportunities. The Director of Development will partner with the Executive Director, guiding strategy, engage FOCS' brilliant staff, and engage FOCS' Board of Directors around meaningful development work. *Responsibilities include participating and leading in presentations, meetings, and events involving various stakeholders, Board Members, non-profit leaders, civic leaders, and a very diverse contingency. This position will establish the organization's pipeline of revenue and implement and act on ways to capitalize on opportunities.*

**Interpersonal Relationship Building:** One of the key functions of this position is to build and maintain relationships with FOCS' community, nurturing partnerships and creating learning and training opportunities for board, staff, and volunteers around ambassadorship and ways to engage with fundraising efforts. This position will also lead strategy around maintaining strong relationships with institutional and corporate funders in collaboration with the Executive Director, Program Director and Communications Manager. *Responsibilities will include 1:1 engagement, new donor pipeline development, and nurturing community.*



*This is my first experience working in a nonprofit organization. I appreciate how Families of Color Seattle appreciates the whole person and provides opportunities for new experiences and personal growth. It's rewarding and satisfying to work for and with an organization that is aligned with and empowers my personal values.*

*-Belle*

**Communications:** FOCS is lucky to have a Communications Manager, and this position will work in close partnership with them to implement an effective communications plan supporting the fund development strategy. Manage and execute multiple annual campaigns. *Responsibilities include co-working with a Grant Writer to submit applications and letters, and the Marketing department to convey development goals for translation into promotional output.*

This job description is not designed to cover or contain a comprehensive listing of activities, duties, or responsibilities that are required of the employee, and others may be assigned.

## Compensation and Benefits: \_\_\_\_\_

This is a full-time position (40 hours) with a healthy culture of self-care. Staff work in a remote-hybrid environment that includes an average of 1-2 days. This role is also expected to attend events and other necessary activities, which would mean a very varied work schedule. The anticipated salary range for the position is \$80,000 - \$100,000, depending on experience.

FOCS offers employer-paid benefits packages, including health, vision, dental, retirement, vacation, parental leave, health-related leave, and disability, with the flexibility to consider creative compensation packages.





## Ideal Skills and Qualifications:

---

- At least three years of full-time experience in nonprofit development, including individual donor cultivation strategies and grant writing.
- Ethical approach to fundraising, including utilization of community-centric fundraising principles.
- Strong interpersonal, verbal, and written communication skills, including boundary-setting, and comfort giving suggestions and feedback.
- Appetite for building and cultivating relationships on behalf of FOCS.
- Proven ability to set goals, communicate goals, provide analysis, self-manage deadlines and priorities, and manage projects.
- Practice FOCS' culture of caring and holding space for each other and ourselves.
- Supervision creation, supervision, and tracking of grant submission
- Experience:
  - Using and pulling reports from a CRM like Microsoft Dynamics and Bloomerang or NeonOne
  - Fundraising in an individual donor capacity
  - Grant writing and managing
  - Engaging staff, Board, or volunteers in becoming ambassadors for an organization
  - Crafting and implementing organizational fundraising communication strategies
  - Overseeing budgets and tracking outcomes for success



*I love this work because I get to work both with and for Families of Color just like mine. Being an activist at heart and being able to have a job in advocacy fuels my passion every day!*

*-Abbie*

### How To Apply:

Please apply by filling out [this online application](#) and attaching your resume.

Questions can be directed to [development@focseattle.org](mailto:development@focseattle.org)

All applications will be held confidentially within the hiring team and given consideration as soon as they are received. We will prioritize applications sent by July 5th, 2024. This position will be open until filled.