

Director of Strategy and Development - Contract

[Stories of Our Lives](#), Seattle, WA, United States

About the Role

Job type: part-time contract

Job location: Remote

Application period: **open until filled**

[Stories of Our Lives](#) is a Seattle-based 501c(3) nonprofit organization. Our mission is to harness stories to preserve history, strengthen community ties, build community power, and drive meaningful social change. We envision a world where our stories create community-led initiatives and build resilient and inclusive futures.

We are seeking a contract part-time, experienced, goal-getter, and collaborative Director of Strategy and Development to help us achieve the next phase of our development goals. This position provides leadership and subject matter expertise in organizational strategy, development and grant management.

About the job

Reporting to the CEO, the Director of Strategy and Development is responsible for proposal development, grant/contract management, and building capacity through fundraising initiatives. This work may be performed internally or on behalf of external clients and/or stakeholders.

This is a part-time remote position anticipated up to 20 hours a week. Candidates must reside in Washington State. Occasional travel may be required to meet clients or attend meetings/events.

Successful candidates will have a growth mindset, understand the power of storytelling in organizational strategy, community development, passion for social justice, and be excited about creating a long-lasting impact and legacy of community power and change. Additional consideration will be given to candidates with experience in finance, community-driven grant writing, contract management, and reporting.

Essential Duties and Responsibilities

- Develop a fundraising system and structure, including leading fundraising efforts and associated campaigns.
- Owns and drives proposal development activities for grants, contracts, Request for Proposals (RFPs), or other funding mechanisms for the organization.
- Identify and review funding opportunities
- Background research for funding opportunities, funder development, and management.
- Creating letters of intent, case statements, and/or other templates.

- Crafting proposal narrative sections
- Drafting budgets and budget justifications
- Drafting ancillary documents
- Review and editing of proposal sections
- Proposal submission
- Follow-up on submitted proposals
- Creates schedules and tracking calendars for funding initiatives.
- Attends client meetings as needed.
- May register the organization or the organization's clients in application portals, procurement systems, and a grant management database.
- May schedule and participate in internal, external, and stakeholder meetings as needed.
- Lead the tracking of the organization's grants, contracts, and other fundraising projects.
- Updates project status in the organization's project tracking system.
- Advice on project implementation.
- Prepares and delivers development progress reports.
- Leads closeout requirements and final reporting.
- Develops strategies to increase capacity through fundraising initiatives.
- Draft development plans and proposals.
- Research individuals, corporations, and foundations that are interested in gift giving.
- Organize fundraising events and materials.
- Organizes documents and files.
- Prepares reports and updates as requested by the Executive Leadership Team.
- Participates in team meetings.
- Works collaboratively with colleagues and freelancers.
- Participates in training and professional development opportunities.
- Assures that the organization is professional and in compliance with all policies, regulations, and laws related to proposal development.
- Other duties as assigned.

Position Requirements

- Bachelors degree or equivalent experience in the duties outlined above.
- Two or more years of relevant experience in proposal writing, capacity building, and other related fields.
- Two or more years of relevant experience in grant management, fundraising, or related fields
- Two or more years of experience working with community-based organizations, non-profit organizations, or local government organizations.
- An understanding of systemic and intersectional racism and its impact
- Technical fluency with Microsoft Suite, Smartcsheet, Slack, Canva, and Google Cloud.
- Ability to pass a background check.

Compensation

[Stories of Our Lives](#) believes in paying living wages to its staff and contractors. Currently, we offer a negotiable competitive commission-based compensation package depending on the successful candidate's experience, qualifications, and performance.

To apply, send your resume and cover letter as one PDF document. Your cover letter must indicate your interest in the role, qualifications, and relevant experience that will support you to perform in this role. Application documents are to be sent to contact@stories-lives.org. Applications are considered on a rolling basis. There are two interviews - an initial 15min screening call and a follow-up 1-hour interview.

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For inquiries and accommodations, please email contact@stories-lives.org