



Empowerment through  
Employment

## **Uplift Northwest Chief Impact Officer Job Announcement & Opportunity Guide**

### **Company Overview**

Founded in 1921 and headquartered in Seattle, Washington, Uplift Northwest (ULNW) continues the same focus of empowering people through employment. Uplift Northwest is one of Seattle's oldest non-profits and is committed to serving individuals who are living in poverty and may be experiencing homelessness with supportive services and skills training in high-demand jobs.

Uplift Northwest (ULNW), the go-to staffing operations and support services organization has proudly been serving the greater Seattle area for over 100 years, is looking for a Chief Impact Officer (CIO) to further our mission of guiding people on their path to self-sufficiency by increasing organizational resources while advancing our impact and building organizational awareness throughout this region.

### **Our Vision:**

A thriving Puget Sound community where everyone is stable, self-sufficient, and has access to gainful employment.

### **Our Mission:**

We guide people on their path to self-sufficiency by providing employment and job readiness services.

### **Our Values:**

- Hard Work
- Respect
- Creating Opportunity
- Compassion
- Empathy
- Reliability
- Integrity/Trustworthiness
- Judgment-free
- Inclusiveness & Equity
- Empowerment

To learn more about Uplift Northwest, please visit the website at [www.upliftnw.org](http://www.upliftnw.org).



## **About the Role: Chief Impact Officer**

The Chief Impact Officer (CIO) is a member of the senior leadership team and reports directly to the Chief Executive Officer. The CIO will guide and oversee all aspects of the fund development function, including fundraising, constituent relationship management, grant management and events. Additionally, the CIO leads Marketing & Communications, Community Engagement, Database Management and Volunteer Programs. The Development and Communications Team currently raises \$2M per year with a plan in place to raise revenue to \$3M+ in three years.

This is an exciting opportunity for a visionary, driven and innovative professional to build upon current relationships, embrace new opportunities and thinking, and lead the organization to new heights of fundraising and community engagement to enable Uplift Northwest to achieve its vision that every individual in this region has access to basic needs, stable employment and affordable housing.

In this role you will leverage your passion and commitment to Uplift Northwest's mission through fostering philanthropic growth, developing and deepening critical engagements with community partners and driving a broader and deeper awareness of Uplift Northwest's impact in the community. You will lead the team's efforts to implement a comprehensive development & communications program and marketing strategy to significantly grow Uplift Northwest's resources from a broad base of supporters, including individuals, corporations, foundations, government entities, and community organizations.

The CIO will be a bold change maker and experienced fundraising leader with a measurable track record of success in institutional, individual, corporate and especially government funding. By bringing an adaptable and innovative mindset to the role, the CIO will build upon a long-standing foundation to help lead Uplift Northwest into its next phase of growth for all resource development endeavors.

In partnership with the CEO, Senior Leadership and the Board, the CIO serves a critical role in setting strategy, vision and impact to support Uplift Northwest's mission and continued focus to guide people on their path to self-sufficiency through providing employment and job readiness services.

This position requires a clear and deep understanding and empathy for the challenges and inequities faced by unemployed, underemployed, low-income, homeless and marginalized populations and the resources available in a capacity limited community.



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## Performance Objectives

### Strategic, Financial & Operational Leadership

- As a member of the senior leadership team, collaborate on major organizational decisions affecting mission programs and services, internal operations and overall company culture
- Collaborate, mentor, coach and advise the Development Team and staff across Uplift Northwest to expand and diversify the donor and volunteer base in line with our mission
- Create and present an annual written Development Plan to guide the organization's fundraising and marketing/communication efforts
- Participate in the development, implementation and monitoring of the annual organizational priorities, budget and operating plan.
- Provide strategic direction and oversight of all lines of fundraising, including corporate, individual, foundation and government grants, and strategic in-kind and pro bono contributions.
- Work collaboratively across sectors with diverse, strong, and influential partners to achieve common goals.
- Engage in local-level relationship building to increase Uplift Northwest's visibility and ensure strategic program and organizational growth.
- Provide regular strategic, mission and education, and organizational status reports to the Chief Executive Officer, senior leadership team and Board of Directors.
- Work closely with direct reports and other staff to achieve development goals and objectives, oversee operations, monitor finances, and strategize performance.
- Demonstrate fiscal responsibility and efficient use of all organizational resources.

### Donor Relations & Grant Management

- Manage a large active list of 15,000+ donors and prospects for significant engagement with the mission, work and leadership of Uplift Northwest
- Strategize leadership and program staff to help develop fundraising strategies in support of emerging organizational priorities and projects.
- In partnership with CEO and key leaders, oversee the execution of the Beacon of Hope Campaign
- Develop a comprehensive data-driven cultivation and solicitation plan for donors and prospects in and execute strategies that fulfill donors' goals and increase giving.
- Grant Management: Leads all grant (especially with government) planning and development efforts by leveraging expertise in:
  - Research, evaluation and assessment of grant opportunities and feasibility
  - Provide guidance and direct grant writing support
  - Oversee and directly support the submittal of grants
  - Establish best practices for grants research, application and subsequent reporting
- Grow fundraising contributions through cultivation of existing donors and development of relationships with next generation donors.
- Network with individuals and groups to identify and cultivate new relationships to expand our portfolio of donors
- Identify, cultivate, and successfully solicit major gifts to meet established fundraising goals



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### Community Engagement

- Create strategic external partnerships and engage, listen and understand community aspirations through conversations and meetings with donors, community-based organizations, business partners, and other community leaders and members
- Serve as an articulate, passionate, and visible spokesperson and advocate for Uplift Northwest and build a strong presence in professional organizations, community groups, and other relevant engagements.
- Provide the best practices approach to UPLNW's efforts to effectively communicate the mission, goals and impact to donors, prospective donors, and the broader community.
- Create and implement a plan to identify and engage organizations with which Uplift Northwest should partner to achieve goals or to expand its network of donors and prospects.
- Oversee and strengthen the volunteer program to recruit and build stronger partnerships within our sector

### Communications, Marketing & Data Management

- Communicate the story of Uplift Northwest to a diverse group of constituents, including funders, community leaders, and peer organizations, to ensure that all content reflects Uplift Northwest's mission and impacts.
- Work with programs staff to authentically tell the stories of Uplift's rich history of impact in ways that are compelling, uplifting, empowering and inclusive.
- Provide recommendations on the development of data systems to help better measure the impact of initiatives.
- Increase the visibility of Uplift Northwest's development activities, maintain good public relations, and ensure the design and development of marketing activities.
- Manage the Uplift Northwest brand to ensure that all content reflects the Uplift Northwest image, reputation and leadership in the community.
- Ensure quality control for all forms of communication by collaborating with the Senior Leadership Team and Programs team on internal and external messaging
- Oversee the development of compelling correspondence, including solicitations, cultivation pieces, proposals, reports and stewardship materials, to engage donors and prospects
- Develop a comprehensive, data-driven fundraising plan that continues to steward and grow a strong base of individual donors and build plans to support additional expansion in areas of legacy giving, foundations, corporate partnerships, government grants or other avenues as identified.



## **PERFORMANCE OBJECTIVES**

### **Team Leadership & Performance**

- Ensure effective leadership to the organization's Development and Communication Team.
- Review, design and execute improvements to organization structure, identify knowledge and skill gaps, and help address them.
- Evaluate and enhance the functional and organizational alignment of the Development, Marketing and Communication team in consultation with the CEO and Senior Leadership Team.
- Proven success in recruiting, developing, coaching, and building strong and productive work teams with a focus on mentoring and nurturing staff development and supporting the company's culture and values.
- Connects Uplift Northwest's mission and strategy to best practices for management team, and leads the team in exemplifying Uplift Northwest's values, vision, and mission.
- Promote a collaborative culture that values transparent communication and a cross-functional approach to innovation and creativity in problem solving and delivery of services.
- Build strong and productive work team focused on a culture of mentoring and nurturing staff development with demonstrated ability to manage a collaborative team.
- Demonstrates positivity and tirelessly works to ensure that employees and their ideas are valued and supported.
- Provides formal and informal feedback and guidance to engage and develop the department's staff; conducts performance evaluations; follows up on the status of assignment.



## **The Qualified Candidate**

Uplift Northwest seeks a confident, innovative, compassionate individual that leads in a collaborative and inclusive manner. Reporting to the Chief Executive Officer, this goal-oriented, mission-driven leader will embrace and implement Uplift Northwest's vision and mission throughout all duties performed.

The qualified candidate will be an experienced change maker in philanthropic, nonprofit, civic and social sectors. The candidate will have demonstrated success in implementing, growing, and managing a successful development program, as well as a proven ability to partner with organizational leadership.

This candidate will have a proven track record in developing successful solicitation strategies and raising funds from diverse sources, including individual, corporate/business, government, and foundation donors.

The qualified candidate will be a strong leader who thrives in a fast-paced and rapidly evolving environment. They are a highly skilled communicator, with the ability to work with a variety of internal and external stakeholders. They are skilled in building consensus, understanding the needs of the organization and the community.

The candidate is a forward thinker with a track record of utilizing new methods of engagement and connectivity with our community partners and stakeholders.

This role requires an individual that brings out the best from the team and reinforces a collaborative culture, ensuring program growth, innovation and excellence.



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## Key Characteristics and Success Factors

- Exceptional strategic thinking and problem-solving abilities and a proven track record of success in solving complex and dynamic situations
- Proven leadership ability to carry out difficult decisions in a logical, rational manner, exhibiting strong analytical skills and flexibility as organizational priorities evolve.
- Ability to influence and engage a wide range of donors, and build long-term relationships
- The ability to build high performing teams through mentorship, coaching, conflict resolution and professional development.
- Self-motivated and thrives in a lean, fast-paced, highly collaborative and entrepreneurial environment
- Grow and develop a diverse, highly skilled team to execute programming and initiatives, leverage, leverage data management and drive continuous improvement oversight
- Strong emotional intelligence, deep listening skills, and the ability to connect across teams and meet people where they are with impeccable judgment.
- Excellent communication and presentation skills with ability to effectively communicate and connect with diverse social/economic audiences.
- A positive and professional attitude and demeanor.
- Adept at shepherding staff through organizational growth and change.
- Ability to simultaneously manage multiple, complex projects in a deadline driven and high achieving environment
- Communicates effectively with all levels of the organization to develop high trust, performance, and effective employee relations.
- Exceptional collaboration and relationship-building skills with the ability to develop working relationships at all levels of management including Executive leadership, both inside and outside of Uplift Northwest
- Build, develop, foster and support a strong and productive work team with a focus on mentoring and nurturing staff development.
- Ability to work in and manage ambiguity, including dealing effectively with issues that do not always have a process, system, or solution in place
- Effective in delegation, helping others develop milestones and stay on task.
- Serve as a champion of Diversity, Equity, Inclusion and Accessibility in the workplace, services and in partnership opportunities.



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## Experience & Education

- Bachelor's degree in business, Nonprofit Management, or related field or more than 10 years' experience in this sector or field
- 5 years or more in nonprofit fundraising with increasingly responsible experience in the creation and execution of development strategies and programs, with an established track record of growing a donor base and increasing philanthropic revenue.
- 5+ years progressive senior leadership experience with a proven track record of successfully leading, managing and growing performance and outcome-based team
- 5+ years grantmaking experience in an equivalent position for a community-based organization
- In depth knowledge of fundraising principles involved in strategic planning, resource allocation, human resources, volunteer management, and computer systems.
- Proven track record of designing and implementing effective marketing and communication strategies
- Experience with budgeting and financial management of operating and grantmaking budgets
- Knowledge of human service delivery systems and understanding of the social, economic, and political landscape of the greater Seattle area
- Strong community engagement experience grounded in a shared value of diversity, equity and inclusion
- Experience working for underserved communities from a systems perspective
- Ability to compel others to action as a key storyteller of our path to impact, priorities for growth, and ongoing contributions to the communities we serve
- Demonstrated ability to research issues, develop, implement, and evaluate strategies, prepare proposals and request for proposals and conduct grant management activities.
- Understanding and comprehension of key local issues and challenges, including those affecting communities that have been historically marginalized.
- Demonstrated ability to integrate data into decision-making and strategy development.
- Working knowledge of data management practices and innovations that can streamline development processes and contribute to the integration of related functions
- Experience working across government agencies (preference for both local, state, and federal experience) and related structures /governing bodies.
- Relevant work experiences working with the underserved and marginalized populations, including those who are justice-impacted preferred
- Strong working knowledge of MS Suite, including Word, Excel, Outlook, and PowerPoint, Salesforce or other database software
- Ability to work evenings, weekends, and special holidays as needed.





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## Compensation & Benefits

- Salary range \$110K to \$135K DOE (Bonus incentive based on organizational goals, team goals, and individual goals)
- Medical, Dental and Vision
- Retirement Plans with matching program
- Generous paid holidays (12)
- Vacation and Sick Leave
- Paid parking or Orca card

**For inquires:** Send cover letter and resume to [ginah@upliftnw.org](mailto:ginah@upliftnw.org)