



# Zeno is seeking our next Development Director!

Zeno is seeking a Development Director to lead and grow fundraising through a cultural and community centered lens to further our mission to **build young children's early math skills by equipping families with fun and engaging tools to create the math foundation needed for a future of limitless opportunity. We focus on serving families of color in low-income communities through partnerships with community-based organizations and early learning programs.**



At Zeno, we believe that racial equity is a key component to our culture and ongoing success. To drive a vision of racial equity within Zeno's team, our programs, and our partnerships the following principles serve as our guide:

## Key Facts about Zeno:

- Founded in 2003
- 12 team members
- Budget ~ \$1.6M
- Over 2,000 kids and their family members served annually

- **We Put People First.** We draw on the wisdom, values, voice, and experiences of our communities to inform our collective effort. We acknowledge that our collective effort is bigger than just Zeno and are allies in breaking down all systemic oppression.
  - **We Keep Moving Forward.** We practice execution over perfection. We try things, iterate, learn, and improve as we go and we do this with humility and accountability.
  - **We Grow Together.** Personal and professional growth is a lifelong process and we create environments that foster growth for employees, partners, and community.
- **We Believe in Possibilities.** We seek out new experiences, skills, and relationships that will expand opportunities for our employees and our community, even beyond the doors of Zeno.
  - **We Honor Family and Community.** We build programs, services, and partnerships that intentionally account for race, place, culture, and language and that honor the work parents are already doing. Our communities, board, and employees can see themselves reflected in our work.
  - **We Support Each Other in Meaningful Ways.** We develop the power and skills of others while placing the right emphasis on the things that matter - family, children, people. We create healing spaces for others and will bravely engage in dismantling unjust systems and racist culture.

## Essential Job Responsibilities:

- **Organizational Leadership:** Participate in organizational strategic planning as a cornerstone of Zeno's Leadership Team, working closely with the Executive Director. Exercise a strong voice in building the culture and shaping the growing organization. Support the existing collaborative fundraising culture within the organization, staff, and board. Partner with the Executive Director to strategically build donor relationships. Provide positive leadership and training to Zeno's board.
- **Team Leadership:** Lead and guide the Development team. Build a productive, action-oriented atmosphere that encourages face-to-face and voice-to-voice engagement with donors and provide mentoring and support for professional growth. Direct the team's efforts in building and refining our communications strategy.
- **Fund Development Planning and Strategy:** Build upon the successes the organization has seen through its annual dinner auction by increasing the focus on developing long-term, meaningful partnerships with



individuals, foundations, and corporations. Facilitate the implementation of a development plan to support the implementation of our strategic plan. Guide the team in planning and execution of donor communications and special events (annual fundraising dinner and site visits).

- **Major Gifts:** Build strong relationships with donors and personally solicit major gifts. Maintain a major donor portfolio and support the ED in managing her portfolio. Regularly conduct face-to-face meetings with donors, funders, and other key stakeholders. Build upon the current donor recognition and stewardship program to better engage current donors, re-engage lapsed donors, and reach new constituents.
- **Oversight of Grants and Contracts:** Oversee grant writing, prospecting, and monitor progress toward grant goals.
- **Inclusion:** Participates as a peer and equal within the team in racial equity trainings, team discussions, racial caucusing, and professional coaching. Continues to develop the ability to listen, grow, and challenge inequities based on race, economic status, gender identity, immigration status, and other systemic barriers that prevent one's ability to bring their full self to the work.
- **Racial Equity Facilitation:** Co-facilitate conversations around racial equity and support additional racial equity work as needed.

### Skills and Qualifications:

- At least 5 years of professional experience, with a minimum of 3 years of successful non-profit fund development experience
- Experience building a major donor program
- Personal passion for inspiring kids to succeed in math
- Strong ability to lead, coach, and mentor teams
- Demonstrated track record of raising funds through major donor relationship building and in-person, face-to-face asks
- Excellent written and verbal communication skills; an ability to build brand messaging that is tailored to diverse audiences, compelling and reflective of Zeno's values around racial equity and social justice
- Flexible, positive leadership style with a desire to incorporate feedback to learn and grow
- Proficiency in Microsoft Office and donor database software



### Compensation and Benefits:

Full-time exempt position, office located in Seattle's Central District. Some local travel required along with weekend or evening events. Salary range is between \$75,000 and \$90,000. Benefits include flexible time off, dental, and health insurance.

To apply, please send your resume and cover letter to [careers@zenomath.org](mailto:careers@zenomath.org).