

Director of Development & Events, The Urbanist

The Urbanist is a non-profit advocacy journalism organization dedicated to telling stories that inform and influence the public and their leaders — and win them to our vision: that the Puget Sound region’s built environment and social systems support thriving, healthy, sustainable, and just communities.

We are seeking a **Director of Development & Events** to help us grow our community, expand our influence, and increase our budget. Our next staff member will take on the management of our community events, fundraising outreach, and advocacy actions.

This position reports to the Board of Directors, with direct supervision by a single designated member of the board and an expectation of regular communication and coordination with the Publisher. A work plan and opportunities for professional development will be crafted with the candidate to ensure their success.

Responsibilities (and expected % of time spent on each):

- **Connect our readers to The Urbanist and to each other in person and online (30%)**
 - Work with the Events Committee to build and execute an events program to engage various segments of our audience (the general public, a committed core of urbanists, and policymakers);
 - Offer events at least monthly in various locations around the Puget Sound region, including online events as appropriate;
 - Manage our existing newsletter program and work with the publishing staff to grow its audience;
 - Approve submissions by other organizations to The Urbanist calendar of regional urbanism-focused events.
- **Oversee the major donor fundraising program (30%)**
 - Assist the Development Committee in prospecting, setting up meetings, and following up with donors, to increase the number of donors who give at least \$500 per year;
 - Create a specialized annual event to engage major donors;
 - Help increase the share of our budget that comes from major donors (including foundations) to at least 40%;
- **Grow the share of our readership who regularly donate to The Urbanist (20%)**
 - Partner with the publication team and use available marketing tools and analysis to increase recurring donations to 40% of the organization’s budget. (The remaining 20% of the budget will be from advertising revenue.)

- **Activate members of our audience to take advocacy actions (20%)**
 - Identify opportunities to engage our readers and event attendees in the political process to move forward our [policy principles](#) and [advocacy agenda](#);
 - Make connections with pro-urbanism organizations to monitor and engage around areas of collaboration and activation;
 - Integrate the advocacy agenda into our newsletters and other non-publication communications.

Requirements:

- Outstanding communication skills;
- Strong attention to detail and follow-through;
- Commitment to our racial equity and social justice goals;
- Ability to manage deadlines and creatively solve problems;
- Desire to take initiative and work independently;
- Experience with fundraising, marketing, and/or events management would be helpful.

Compensation: This position is compensated at \$60,000 per year for a full-time position that could lead to expanded responsibilities and higher pay over time. The Urbanist provides generous paid time off; health, vision, and dental coverage; and a retirement plan with 6% employer match.

To apply: Send a resume and cover letter to jobs [at] theurbanist.org no later than December 9th. Please direct any questions to the same email address.

The Urbanist is committed to hiring and advancing personnel from traditionally underrepresented communities with an explicit regard to Black people, Indigenous people, people of color, immigrants, LGBTQIA people, and disabled people.