



Director of Development & Strategic Partnerships

Location: Remote (in the United States)

Reports to: Executive Director

Manages: Development Coordinator

Salary Range (U.S.-based): USD \$110,000 to \$130,000

Status: Full-time

ABOUT SEATTLE INTERNATIONAL FOUNDATION

Seattle International Foundation (SIF) is committed to advancing equality, human rights, and democracy in Central America by supporting social organizations and leaders, mobilizing resources, and fostering cross-border collaboration. Our mission is rooted in the belief that just, peaceful, and prosperous societies are built through strong civic participation and coordinated action.

In 2025, SIF launched a new five-year Strategic Plan to guide its efforts toward greater impact, increased regional collaboration, and strengthened institutional sustainability. With deep regional knowledge, SIF provides flexible funding, strategic partnerships, and sustained engagement that supports a diverse range of local actors, including youth movements, human rights defenders, independent journalists, and leaders advancing transparency and accountability who are working to build more inclusive and resilient societies.

SIF also plays a catalytic role as a convener through the [Central America Donors Forum \(CADF\)](#) and other coordination platforms that bring together civil society, philanthropy, donors, and the private sector to exchange knowledge, strengthen alliances, and advance shared priorities. As a bridge between donors and frontline organizations, SIF mobilizes resources, amplifies local perspectives, and creates the conditions for lasting positive change in Central America.

SIF has staff based in the United States, Central America, and Mexico, and was established in 2008 as a supporting organization to Seattle Foundation. To learn more about SIF, visit seaif.org.

As an equal opportunity employer, SIF is committed to fostering an inclusive workplace. We do not discriminate on the basis of age, race, ethnicity, gender, gender identity, religion, marital status, veteran status, national origin, disability, or sexual orientation. We welcome applicants from diverse backgrounds and those with lived experience relevant to our mission.



ABOUT THE ROLE

This role offers an opportunity for a strategic and relationship-driven development professional to lead SIF into its next chapter, strengthening partnerships and broadening the Foundation's impact in the region. The Director of Development & Strategic Partnerships will design and lead a comprehensive, diversified fundraising strategy that strengthens existing institutional funding while expanding SIF's revenue through high-net-worth individuals, donor-advised funds (DAFs), and corporate philanthropy.

We are looking for someone who can strengthen our fundraising systems, expand donor relationships, and help growth in new revenue areas, all while ensuring excellence in managing SIF's longstanding foundation partners.

The Director will report to the Executive Director and collaborate with teams across the organization to ensure development efforts are integrated, strategic, and aligned with SIF's mission, values, and strategic plan.

PRIMARY JOB RESPONSIBILITIES

1. Lead Revenue Diversification Strategy

- Develop and execute a multi-year revenue diversification plan, prioritizing HNW individuals, DAFs, and corporate philanthropy.
- Advance SIF's major donor and individual giving program, including segmentation, prospect identification, relationship development pathways, and stewardship systems.
- Identify and engage DAF donors and philanthropic advisors to grow unrestricted and flexible funding.
- Build and manage corporate partnerships, including sponsorships, matching gifts, and program-aligned funding opportunities.
- Collaborate with leadership to set ambitious yet realistic growth goals and KPIs.

2. Manage and Strengthen Institutional Funders

- Maintain and grow SIF's relationships with private foundations that provide core and program funding.
- Oversee the foundation grant cycle: LOIs, proposals, budgets, reporting, compliance, and donor communications.
- Identify new institutional prospects aligned with SIF's mission and program strategy.



3. Donor Engagement & Stewardship Across All Funding Streams

- Serve as a compelling, informed ambassador for SIF and its mission in Central America.
- Support the Executive Director and Board in high-level donor engagement and solicitation.
- Design donor engagement systems, including stewardship communications, updates, and events.
- Collaborate with communications and program staff to create compelling donor materials, impact stories, cases for support, and reports.

4. Internal Leadership & Infrastructure Building

- Strengthen development systems and processes, including CRM optimization, prospect research, forecasting, and donor pipelines.
- Develop and manage a structured, opportunity-based development pipeline that tracks prospects from initial engagement through committed support, ensuring progress toward quarterly and annual revenue goals.
- Work collaboratively across all teams and program, and support program leads in understanding and contributing to SIF's long-term development priorities and fundraising goals.
- Serve as a member of the Leadership Team, contributing to organizational strategy, planning, and culture.
- Provide strategic direction, mentorship, and day-to-day guidance to the Development Coordinator, and oversee additional consultants or staff as the development function grows.

QUALIFICATIONS

Required

- 8+ years of experience in fundraising, with demonstrated success engaging and securing major gifts from individuals.
- Experience developing or growing individual giving programs, including stewardship and donor engagement.
- Experience working with private foundations, including proposal writing and grant management.
- Knowledge of or interest in Central America, civil society strengthening, rule of law, and equity.



- Strong relationship-building and communication skills, with the ability to inspire and motivate people to action.
- Fluency in English and Spanish.
- Ability to work independently, collaboratively, and thoughtfully within a multi-country team.
- Alignment with SIF's values and commitment to human rights and equitable practices.

Preferred

- Experience engaging DAF donors, wealth advisors, or family foundations.
- Experience in corporate philanthropy or partnerships.
- Experience working with intermediary funders, regranting, pooled funds, or philanthropic collaboratives.
- Experience staffing board fundraising or donor committees.
- Ability to travel domestically and internationally up to 25%.

Location

Remote (in the United States).

How to apply

This position will report to the Executive Director. Interested candidates should submit a resume, cover letter, and 2-3 writing samples that demonstrate your ability to communicate with donors or build a case for support. Examples may include donor communications, proposals, pitch decks, or stewardship materials. Applications must be sent to jobs@seaif.org. Include your full name and the title of this position in the subject line of your email (i.e. "Jane Doe – Director of Development").

Applications will be reviewed on a rolling basis, with priority consideration given to applications received by **February 3**. This position will remain open until filled. Candidates whose applications do not complete the aforementioned requirements will not be considered.