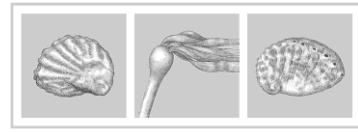


Development Director



PUGET SOUND
RESTORATION FUND

Location: Puget Sound, WA

Reports to: Executive Director

Employment Type: Full-Time, Exempt

Who We Are & What We Do

Puget Sound Restoration Fund (PSRF) is a non-profit organization passionately dedicated to restoring, maintaining and improving the waters of Puget Sound. We fill a unique niche; we work under the water, at the hatchery, and on the tideflats as innovators, oftentimes devising wholly new strategies to address challenges that impair marine resources or our access to them. Our team is a diverse collection of 26 problem solvers - scientists, divers, community builders, and storytellers, who charge forth, with sleeves rolled up and boots on. Our work is deeply rooted in collaboration and brimming with celebratory events showcasing the resources and habitats we restore.

A New Position

PSRF is hiring a new position - Development Director. This is PSRF's first fully dedicated development role. It is a hands-on role focused on growing and diversifying our funding base. During the first year, the Development Director will work closely with PSRF senior leadership to develop a strategy and establish a strong foundation. A key priority will be expanding funding from foundations, businesses, and individual donors, to ensure a diversified funding base across public and private sources. The Development Director reports to the Executive Director and works collaboratively across the organization. The role offers potential for growth.

Salary, Benefits, & Location

This is a full-time, exempt position, with an annual salary range of \$85,000-\$105,000, depending on experience. Employees are eligible to receive PSRF's suite of competitive benefits, including group health insurance (medical, vision, dental); voluntary life and disability insurance; paid time off (including vacation; 11 floating holidays, and 78 hours of sick leave annually); and optional contributions to PSRF's SIMPLE IRA retirement savings plan with up to 3% match by PSRF once eligibility requirements are met). The location of the position is flexible within western Washington, with regular attendance required at one of PSRF's two offices (Seattle, Bainbridge Island). Remote work is acceptable for a portion of time.

Position Responsibilities

- Support ongoing stewardship and cultivation of **individual donors and family foundations:**
 - Build, nurture, and strengthen relationships with existing donors and foundations through direct, personalized engagement
 - Refine and implement a comprehensive stewardship plan to ensure donors feel appreciated, informed, and connected to PSRF's mission and programs
 - Identify, cultivate, and engage new donors using creative engagement strategies
 - Spearhead the development and implementation of a Major Gifts strategy

- Select, implement, and maintain a donor management system/database
- Support the development and distribution of Annual Fund materials and track results
- Expand private **foundation and business/corporate support**
 - Develop and implement a funding strategy for private and corporate foundations, and key businesses:
 - Research and prioritize foundations and businesses/corporations aligned with PSRF
 - Identify and leverage existing connections through PSRF's Board, staff, and partners
 - Align funder priorities with PSRF's program goals and capacity
 - Prepare and submit proposals and applications
- Generate **development reports** for internal tracking and board meetings, as needed
- Support planning and execution of **events** to engage donors and spotlight and celebrate PSRF's work:
 - Collaborate with PSRF's Special Events Lead to support our existing portfolio of events
 - Develop new events to attract and cultivate new donors

General

- Participate as a member of PSRF's internal directors' team
- Attend PSRF Board meetings, as needed, and all-staff events and meetings
- Become steeped in PSRF's projects, partnerships, culture, identity, and history
- Represent PSRF at public events, conferences, and meetings, as needed

Minimum requirements

- 3-5 years of experience in development or philanthropy
- Demonstrated success in fundraising, donor relations, and grant writing
- Proficiency managing and working within CRM systems
- Excellent written and verbal communication skills
- Strong project management and organizational skills
- Proficiency with Google Workspace (Docs, Sheets, Drive, Slides) and/or MS Office Suite

Welcomed attributes (if applicable, please speak to these in your application)

- Graphic design
- Experience with fundraising events and campaigns
- Strong public speaking and presentation abilities

PSRF recognizes that people build skills through all sorts of experiences and openly consider applicants from a wide variety of backgrounds. We warmly welcome candidates from backgrounds that are underrepresented in marine science and philanthropy/fundraising to apply. PSRF seeks to create an inclusive and equitable work environment within the organization and in our work with partners. We are committed to supporting and retaining staff.

To apply

Please email a resume and a cover letter to hire@restorationfund.org by June 10, 2026.