



“Hedgebrook is like a stone, sending out ripples into the gigantic pond of the world.”

~ Anjalee Banerjee, author of seven novels and Hedgebrook alumna

Who We Are

Hedgebrook supports visionary women writers whose stories and ideas shape our culture now and for generations to come. We are seeking an experienced communicator, organizer, and thoughtful project manager and fundraiser to join our team as the Assistant Director of Development & Outreach (ADDO).

Opportunity: Assistant Director of Development & Outreach

This is an excellent opportunity for someone who is ready to take the next step in their career but would still like to learn from an experienced Development Director.

Posting Date: May 13, 2019

Applications will be given full consideration if received by June 17; Interviewing for all qualified applicants will begin immediately and early applications are strongly encouraged.



"When you understand that storytellers shape our culture, then who gets to be the storyteller becomes a pivotal question."

~ Amy Wheeler, Hedgebrook Executive Director and Alumna

Hedgebrook: Women Authoring Change

Since opening its doors in 1988, Hedgebrook has hosted over 2,000 writers in residence. In addition to the core Writers in Residence program, Hedgebrook offers week-long Master Classes on Whidbey and in other locations (in 2019, classes will take place in Italy, Germany, and India). You can go to www.hedgebrook.org for more details.

The Opportunity

Hedgebrook has an annual budget of \$1.7 million and a staff of 15-20, including part-time staff. We are supported by a national board of 14 well-connected and creative women. The ADDO will work with the DDO to manage several projects within a collegial five-person marketing and development team to raise \$1.35M in contributed annual revenue. The team also markets earned revenue programs and promotes Hedgebrook's global alumnae community on its website and social media channels.

The Role of the ADDO

In collaboration with DDO, the ADDO will manage projects such as fundraising campaigns, special events, acknowledgment, and stewardship efforts. In partnership with internal and external stakeholders, they will oversee Hedgebrook's annual Equivox event. With a keen grasp of strategy, the ADDO will weave together messaging and employ various channels of communication such as social media platforms, website, email, and direct mail. With a keen eye for detail, they will collaborate on content development and analyze segment data. The ADDO will generate and workshop creative and compelling communication pieces to maximize both contributed and earned revenue.

Ideal Candidate Profile

With outstanding organizational skills, the Assistant Director of Development & Outreach will embody successful collaboration. They will be eager to be a part of a close team and prepared to oversee multiple simultaneous projects. The ADDO will be experienced in managing projects from beginning to end, thoughtfully forging pragmatic solutions, and nurturing positive group dynamics. The ideal candidate will bring 3-5 years of nonprofit development experience, including experience as a supervisor, and share our commitment to equity and inclusion.

Hedgebrook's deepest impact comes from our dedication to radical hospitality – a commitment to nourishing each writer's whole being.



Compensation and Benefits

Hedgebrook offers a generous benefits plan including ten days of paid vacation in the first year, as well as ten days of discretionary time off instead of holidays (giving staff members the flexibility to decide which holidays they prefer to observe). Medical, dental, and vision insurance are offered, as well as paid sick leave. Hedgebrook offers a 401b retirement savings plan matched by the organization after the first year of employment. This is a full-time, exempt position reporting to the DDO. The salary range is \$65,000 to \$75,000, depending on experience.

Our Commitment to Equity

At Hedgebrook we are committed to equity and inclusion; we believe different perspectives enrich our culture, raise our awareness, and make our community stronger. Over 80% of our writers in residence are women of color and we welcome people of all races, nationalities, religions, and sexual orientations, and strongly encourage applications from people of color, immigrants, people with disabilities, members of the LGBTQ community and other underrepresented and historically marginalized groups. There is no fee to attend our Writers in Residence program—residencies are paid for through fundraising.



Location and Staff Culture

Based in Hedgebrook's Seattle office (currently located in Pioneer Square but likely to move to another Seattle location in 2020) with the expectation of periodic working days at the retreat on Whidbey Island, and event support on evenings or weekends, the ADDO will enjoy some degree of flexibility. The development team currently has the option to work remotely on Fridays. Hedgebrook values work/life balance, and staff may take personal time after particularly heavy work periods, such as an event or travel for work.



To Apply

Email applications only, please no paper submissions. Please email one PDF with your cover letter and resume to careers@hedgebrook.org with "ADD0 Applicant" as the subject line. In your cover letter, please describe as precisely as you can why you are interested in joining the Hedgebrook team, and how your skills and experience are a fit with the goals of this position and the mission of this community.

Applications received before June 17 will be given full consideration. All applications will be acknowledged via an email receipt and will be held confidentially within the hiring committee. Consideration will be given to applications as soon as they are received; we encourage early applications. Interviewing for all qualified applicants will begin immediately.