TOWN·HALL SEATTLE

Town Hall Seattle seeks main stage talent

Director of Development

Salary Range
$125,000 – $150,000

Date Posted
August 28, 2026

Priority Deadline
October 2, 2026

Initial Screening Interviews
Conducted on a rolling basis

Town Hall Seattle amplifies ideas, fosters civil discourse, and connects people through events in a vibrant historic building — inspiring lifelong learning, discovery, and dialogue. Founded as a nonprofit in 1998, Town Hall underwent a $35.5 million top-to-bottom renovation of its historic landmark building in 2019 and today serves as a vital community hub for curiosity and conversation. As both a venue and a producer, Town Hall creates space for independent voices, emerging thinkers, and world-class talent, making room for big ideas and the people engaging with them.

Each year, more than 100,000 people gather at Town Hall for hundreds of events spanning civics, science, arts, and culture. In any given week, that might mean chamber music in the Great Hall, a local political debate in the Wyncote NW Forum, or a live podcast recording in the Mehdi Reading Room. It's why so many people think of Town Hall as Seattle's living room: a place where creativity, empathy, curiosity, and the belief that we all deserve a voice come together — and where new ideas and possibilities feel unlimited.

Town Hall is one of the region's marquee civic assets, in a strong financial position, with a strong membership, dynamic audience, dedicated board, agile staff, committed volunteers, and incredible talent across our stages. We are seeking a **Director of Development** to lead our organizational fundraising efforts: strengthening systems, designing strategy, activating the board, and investing deeply in our Development Team. This role will lay the groundwork for Town Hall's short- and long-term growth.

Our next Director of Development will coach and conduct the Development Team and inspire our Development Committee, bringing deep skills and expertise to build our capacity, in both people and systems, to achieve our ambitious goals.

This position oversees plans for our development future, aiming to increase contributed income from $2.5 million to $3 million over the next five years, while cultivating major-gift prospects, and building systems to underpin capital fundraising and planned-giving initiatives.

Working at Town Hall

Hi friends,

I've been on staff at Town Hall for 9 years, and have served as Executive Director for the last two and a half. You might see me on stage introducing a speaker, and there are plenty of times afterwards that I slide into the back row and become a Town Hall patron.

There's a lot of magic in sharing space, sitting next to someone you don't know (or someone you do know!), grabbing a snack from the café, and listening to a speaker you love or a speaker you don't know at all. Town Hall became my professional home because I found myself in the building over and over again — working from a pew in the Great Hall, having a meeting in the Green Room during the day, and coming back at night when the building comes alive.

Town Hall has a building our community has invested deeply in ($35.5 million deep!), a strategic plan we're actively putting to work, and momentum. We're a modern venue with a deep history and a legacy of incredible leadership and support. Now we're asking what Town Hall can be in 2026 and beyond. We'll keep bringing speakers to the stage and people into the audience — and we're thinking about what else belongs here.

The work is just starting.

This role is an opportunity to build a long-term plan for contributed income, lead a strong team, and shape the relationship between our audiences, members, and donors. You'll get to be a close partner to me, to a leadership team that is asking how we build for the future, to a development team ready to grow, and to a board that's deeply invested in where we're headed. If that sounds exciting to you, then this role might be the one.

I hope you'll consider joining us.

Kate Nagle-Caraluzzo
Executive Director

About Town Hall Seattle

Mission

Town Hall Seattle amplifies ideas, fosters civil discourse, and connects people through events in a vibrant historic building — inspiring lifelong learning, discovery, and dialogue.

Vision

Town Hall Seattle connects an engaged public through curiosity and conversation, ensuring equitable access to arts, culture, and the exchange of ideas.

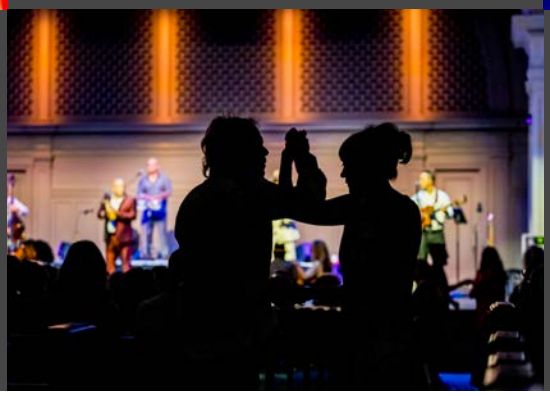
Values

Accessibility
Make programs, events, and spaces available to all, regardless of financial, physical, or cultural barriers.

Collaboration
Partner with communities and organizations to create shared experiences that center around inclusivity.

Connection
Bring people, ideas, and experiences together to build relationships, and strengthen community ties.

Curiosity
Explore ideas, foster inspiration, and open pathways for discovery and lifelong learning.



Equity
Expand access, share resources, and elevate marginalized voices to ensure fair participation and representation.

What We Believe

At Town Hall Seattle, we believe arts, culture, and ideas are for everyone to engage with. This is a space designed to feel open and inviting, where neighbors can come together to be curious, share their perspectives, and connect.

To learn more about the four commitments at the center of our work, visit **thsea.org/commitments**

The Role

Summary

As Director of Development, you will be a vital external face of the organization, building and stewarding relationships that power our mission. Internally, you will be a key partner to our Executive Director, designing and implementing short- and long-term strategy. As a core member of the leadership team, you will ensure clear planning with the Director of Finance and Operations, and people-focused storytelling with our Director of Marketing and Communications. You will lead a talented Development team ready to grow its capacity together. The team includes the Assistant Director of Development, Senior Development Manager, Membership and Annual Fund Manager, and Development Associate. You will also oversee a contracted grant writer and work with talented consultant partners.

Key areas of responsibility include:

- **Fundraising Infrastructure:** Integrate findings and recommendations from the comprehensive summer 2026 Development Assessment.
- **Fundraising Strategy and Revenue:** Create, refine, and execute our annual fundraising plan, including major gifts, grants, corporate relationships, membership, annual fund, special events, and capital giving.
- **Donor Solicitation:** Manage a portfolio of individual donors and prospects, personally soliciting and stewarding gifts while partnering with the Executive Director and board on major donor strategy and asks.
- **Prospect Cultivation:** Revamp and lead the strategic identification, cultivation, and engagement of donor prospects, building a strong pipeline.
- **Donor Relations and Recognition:** Oversee policies and practices, optimize Salesforce for donor recognition, and ensure accurate and timely record keeping.
- **Grant Management:** Manage the grant writer contract and secure new and renewed corporate, government, and foundation support.
- **Leadership:** Attend and present at board meetings, lead Development Committee efforts, and participate in external and leadership opportunities as a member of the Town Hall Directors Team.

Team Management and Collaboration

- Lead, coach, and develop the full Development Team, setting clear priorities, strengthening collaboration, and building individual and collective capacity.
- Create clear team structures, accountability, and communication practices that help the department work effectively and sustainably.
- Oversee revenue projections and budgets with the Executive Director and Director of Finance and Operations.
- Partner with Programming and Production teams on development event execution, including Town Hall's annual gala.

Major Objectives

Town Hall recently completed a comprehensive assessment of its development program, which produced clear recommendations for continued growth and success. During the first 12 months, you will:

- **Build Trust.** Establish strong, authentic relationships with the executive director, leadership team, development team, staff, board, volunteers, and the broader member and donor community.
- **Develop Operational Sophistication.** Begin implementing improvements to systems, structures, processes, performance, and Salesforce optimization to set Town Hall up for long-term success.
- **Activate the Board.** Enlist the board's Development Committee to increase giving and commitments, and inspire the board in its collective fundraising capacity.
- **Improve Internal Communication.** Establish clear, consistent communication cadence across Marketing, Programming, Development, and Rentals, breaking down silos and ensuring better coordination organization-wide.
- **Create Strategy.** Be the strategy architect, working with executive leadership and the board, to frame a clear and compelling fundraising strategy, with annual fundraising plans that mirror Town Hall's ambitions. All this will set the groundwork for an upcoming capital campaign.
- **Tell Our Story.** Develop deep fluency in Town Hall strategic goals and financials, and craft a compelling donor-facing, human-centered narrative that drives support in partnership with the Director of Marketing and Communications.
- **Lead Fundraising and Stewardship Events.** Take ownership of Town Hall's annual gala, Spark & Sustain, and reimagine Talk of the Town, our donor cultivation dinner series, as a series of intimate cultivation and stewardship dinners.

Experience and Qualifications

What qualities does the ideal candidate possess? You have a passion for **Town Hall's mission, vision, and values,** deep and broad development expertise, and exceptional communications skills. You're a savvy connector: a leader of people and teams, skilled at helping executives lead, activating boards, connecting with donors, and investing in and growing your team with curiosity and care.

Deep Development Acumen

- Minimum 7+ years of successful development experience with foundational experience across core development including individual, institutional, corporate, and planned giving.
- Demonstrated track record securing major gifts of $50,000 and more from individual donors with the ability and enthusiasm to build relationships with donors at all giving levels.
- Knowledge of Seattle's philanthropic community and/or demonstrated ability to quickly build strong donor relationships.
- Exceptional written and verbal communication skills with the ability to create and present a compelling case for support in multiple settings, from one-on-one with prospective donors to large groups.
- Experience working closely with marketing and communications teams to ensure consistent messaging throughout organizational channels.

Leading, Supervising, and Managing Teams

- Ambitious "show me" vs "tell me" servant leader.
- Mentor and coach individual supervisors and teams, understanding, connecting, investing in, and growing the skills and capacities of both.
- Set clear goals and high expectations while motivating, supporting, and developing teams with care.
- Adaptable conductor, keeping teams moving forward in tune and on time.
- Foster an inclusive and collaborative work environment where new ideas are welcomed, explored, adapted, and supported from concept to implementation.

Systems and Data Leadership

- Detail-oriented and data-driven with experience investing in and maximizing systems, people, and data to advance strategy.
- Experience working with Salesforce consultants (or similar) to build internal systems and developing team buy-in, adoption, fluency, and ongoing use.

Compensation and Benefits

This is a **1.0 FTE, exempt position.** The annual salary range is between **$125,000 and $150,000.** Salary will be commensurate with the selected candidate's experience and qualifications.

This position follows Town Hall's hybrid work schedule, with staff generally working in person Tuesday, Wednesday, and Thursday and hybrid flexibility on Mondays and Fridays.

As a live event venue, Town Hall's work regularly includes evenings and weekends, and we anticipate the Director of Development will attend approximately 4–6 events per month. We recognize that event-based work requires flexibility and support adjusted schedules around the event calendar.

Comprehensive benefits include 100% employer-paid medical and dental insurance; a fully subsidized ORCA pass; cell phone benefit; 2 weeks vacation time, 2 personal days, 2 civic engagement days, and 11 paid holidays, in addition to 2 annual one-week office closures; and an employer-sponsored 403(b) plan.

How to Apply

Please send a cover letter and résumé as a PDF to: **careers@townhallseattle.org**, with **"Director of Development: Name"** in the subject line. In your cover letter, we'd love to hear about:

- What has prepared you to lead Town Hall's development work at this moment?
- A fundraising success you're especially proud of — whether that's a major gift, a program you grew, or a campaign or partnership you helped build.
- What draws you to Town Hall and this role?

After applications are received, selected candidates will be invited to complete a brief screening survey.

The priority deadline for applications is October 2, 2026. Applications will be reviewed as they are received, and initial screening interviews will be conducted on a rolling basis.

Refer a Friend: Know someone who would excel in this role? Send their name and contact information to **careers@townhallseattle.org** with **"Director of Development: Nomination"** in the subject line.

For more information, visit **townhallseattle.org/careers/**

Data shows that women and BIPOC candidates more frequently do not apply to a job because they don't feel that they meet all the qualifications listed. **We strongly encourage applications from people with diverse backgrounds and lived experience, even if you have most but not all the qualifications listed above.** If you feel passionate about our mission and believe that you have the skills to contribute to the growth of our organization, we want to hear from you.

Our Search Partners

Anne Katahira and Thomas Goldstein of **TGA** are Town Hall Seattle's search partners. They are offering a limited number of informational conversations.

To schedule, or for questions, reach out to **Thomas Goldstein at thomas@wearetga.com** or **Anne Katahira at anne@wearetga.com**.