



Outdoors for All Foundation Job Description

Job Title: Development Manager

Job Summary: The Development Manager will implement a strategic annual fund, marketing, and grant management plan, in coordination with the Associate Executive Director and Events & Marketing Coordinator, to secure the resources necessary to meet organizational fundraising objectives and further Outdoors for All's mission.

Reports to: Associate Executive Director

Primary Responsibilities

Development:

1. Create and implement annual giving plan and activities through donor engagement and solicitation activities such as direct mail, recurring giving, online giving, donor newsletters, and annual report
2. In association with the Associate Executive Director and others, cultivate and steward donors to contribute to Outdoors for All. Support opportunities for management and board members to connect with prospective and existing major gift donors
3. Manage grant applications, tracking, reports, and relationships with key funder
4. In conjunction with Associate Executive Director, identify list of top prospects for individual donors, foundations and corporate giving and develop personalized cultivation strategies for each of these prospects
5. Assist with the administration of gifts and grants including database management and gift acknowledgment and reporting
6. Provide key role in the coordination and promotion of fundraising and stewardship events

Communication Management & Community Outreach

1. Develop and manage organizational, strategic communication materials including general outreach materials and website content
2. Oversee social media efforts
3. Write, edit and oversee the production and delivery of internal communications such as donor newsletters and appeals
4. Manage marketing and organizational communications within budget guidelines.
5. Oversee all elements of branding and communications

General:

1. In consultation with the Associate Executive Director and other staff, create and adhere to specific budget guidelines for marketing
2. Manage event coordinator, intern(s), administrative assistant(s) and volunteers in planning for campaigns and events, delivery of day-of event details and post-campaign and event wrap-up
3. Develop project work plans, provide regular progress reports during campaigns and wrap-up recommendation reports at the conclusions of campaigns. In consultation with other staff, incorporate campaign and special event plans and goals into the organization's comprehensive Resource Development and Communications Plans and annual budget
4. Provides accounting information required for accurate tracking including receipts, correspondence, records of in-kind donations and other documentation

5. Participate fully as a member of the Outdoors for All staff team
6. Comply with Outdoors for All safety and health policies and procedures
7. Participate on committees such as the Auction Committee, Marketing Committee sub-committees and task forces that support foundation development efforts
8. Drive Outdoors for All vehicles in support of the delivery of special events
9. Other duties as identified

Qualifications:

1. Bachelor's Degree.
2. Minimum of four years nonprofit development experience with a proven track record in donor cultivation and grant writing
3. Experience with Salesforce CRM
4. Experience with desktop and web publishing
5. Ability to set and meet project timelines, parameters, budgets and goals
6. Ability to multi-task and successfully see projects from start to finish
7. Excellent interpersonal, verbal and written communication skills
8. Ability to work a flexible schedule; evening and weekend work required
9. Ability to lift and carry a minimum of 25lbs
10. Valid Washington state Driver's License and ability to be insured for organization's auto coverage; must also verify own auto insurance
11. Commitment to a positive, fun and team-oriented working environment

Salary Range: \$50,000 – \$63,000

Status and Schedule: Full time, exempt; flexible schedule depending on development commitments.

Benefits: Medical, dental, three weeks vacation, nine paid holidays, sick leave, retirement plan matching, Summit at Snoqualmie season pass, professional development association membership, educational funding and other benefits as outlined in the Outdoors for All Employee Manual

Application Process:

Please submit one page résumé and cover letter with answers to the questions below to: info@outdoorsforall.org. Applicants that do not follow these instructions will be disqualified from consideration. Thank you.

1. Please rate your abilities in using the following programs and platforms with "0" being no experience to "4" being excellent:
 ___ MS Office ___ Adobe Creative Suite ___ Salesforce CRM/database
2. Please describe your experience interacting with donors and/or grant funders in previous roles.
3. Please describe the type and scale of fundraising you've done in previous roles.
4. If your references were to use three adjectives to describe you, what do you think those adjectives would be?

Outdoors for All Foundation Mission

To enrich the quality of life for children and adults with disabilities through outdoor recreation.