



Outdoors for All Foundation Job Description

Job Title: Development Manager

Job Summary: Outdoors for All provides adaptive and therapeutic outdoor recreation programs such as skiing, kayaking, and cycling for children and adults with disabilities. The development team is responsible for securing a broad source of funds to meet the organization's program delivery goals and furthering its mission. The Development Manager plays a critical role in the growth of individual and grant contributions. This role will be responsible for the development and implementation of a strategic annual fund, and grant management plan. Supported by the Associate Executive Director and other fundraising team members, the Development Manager will manage and advance relationships with mid-level donors and grant funders.

This position will be partially remote but twice weekly in-person presence at the office is preferred. Attendance at key events and meetings is also required.

Reports to: Associate Executive Director

Primary Responsibilities

Development:

1. Design, implement, manage, and evaluate annual giving strategy and activities including donor engagement and solicitation activities such as direct mail, recurring giving, and online giving campaigns
2. Manage the development of the Annual Report and other key donor communications.
3. Manage workplace giving opportunities and campaigns
4. Carry out personal cultivation, stewardship, and solicitations of key donors.
5. In association with the Associate Executive Director and others, cultivate and steward donors to contribute to Outdoors for All
6. Support opportunities for management and board members to connect with prospective and existing major gift donors
7. Manage grant applications, tracking, reports, and relationships with key funders
8. 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
9. Assist with the administration of gifts and grants including database management and gift acknowledgment and reporting
10. Provide key role in the coordination and promotion of fundraising and stewardship events

General:

1. In consultation with the Associate Executive Director and other staff, create and adhere to specific budget guidelines
2. Develop project work plans, provide regular progress reports during campaigns and wrap-up recommendation reports at the conclusions of campaigns
3. Provides accounting information required for accurate tracking including receipts, correspondence, records of in-kind donations and other documentation
4. Participate fully as a member of the Outdoors for All staff team

5. Comply with Outdoors for All safety and health policies and procedures
6. Other duties as identified

Qualifications:

1. Minimum of four years development experience with a proven track record in donor cultivation and grant writing
2. Excellent communication skills and attention to detail
3. Experience working with fundraising/donor databases, experience with Salesforce CRM a bonus
4. Experience with desktop 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. Commitment to a positive, fun and team-oriented working environment

Salary Range: \$63,000 - \$75,000

Status and Schedule: Full time, exempt

Benefits: Medical, dental, three weeks' vacation, fifteen 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

To apply: Please email resume and cover letter to Thera Zylstra, Associate Executive Director at theraz@outdoorsfora.org

Outdoors for All Foundation Mission

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