



Chief Development Officer

Supervisor: Executive Director

Salary Range: \$100,000 - \$135,000

Status and Schedule: Full time, exempt; Mon – Fri 8am – 5pm; hybrid schedule available

Benefits:

- Medical and dental coverage
- Three weeks' vacation, nine paid holidays, and sick leave
- 403B retirement plan matching of 3%
- Summit at Snoqualmie season pass
- Professional development association membership and educational funding
- Other benefits as outlined in the Outdoors for All Employee Manual.

Organization Overview: Founded in 1979, Outdoors for All (OFA) is centered in Seattle and is a national leader in delivering adaptive recreation opportunities for children and adults with disabilities. Over 3,000 individuals annually exercise their abilities thanks to training and support provided by 22 staff and over 850 volunteers. The revenue for our work comes from 4 core areas, individual giving, earned revenue, private and governmental grant making and an endowment and ranges between \$3.5m and \$4.5m annually. The organization is stewarded by an active 20-member Board with diverse skills and experiences, some of whom have family members that participate in programs, and many of whom are experienced program volunteers.

OFA focuses on adaptive outdoor activities, community building, developing physical stamina and strength at everyone's unique pace, and the joy of physical release with others who can identify with challenge. Initially built around adaptive winter sports, current programs includes snowboarding, snowshoeing, cross country, and downhill skiing, cycling, mountain biking, kayaking, hiking, rock climbing, youth and adult day camps, yoga, military programs, weekend excursions, and custom events.

Position Overview:

The individual that fills this role is a highly-experienced philanthropic and business development entrepreneur, with demonstrated success. The individual should have both



strategic-level and practical/tactical thinking, leadership and management capability, influence and consensus building acumen, and a passion for OFA's mission and vision.

Essential/Primary Responsibilities:

OFA Development Planning and Execution: Design, develop and execute annual and multi-year fundraising and business development plans, deploying multiple approaches/channels that reach a diversity of donors and investors including, but not limited to, businesses, leadership donors, individual donors, affinity groups, foundations, grant makers, etc.

- Create and lead a best-in-class resource development team to implement strategies, tactics, and activities to achieve philanthropy goals and create an optimized donor experience, as measured by growth and retention in all types of philanthropy.
- Create a focus on transformational giving and major gifts through research and growth in the prospect pool, and cultivation of new relationships.
- Assess annually, through quantitative and qualitative analysis, all fundraising activities and the metrics associated with donor experience annually to ensure quality, productivity, and relevance and to adapt and evolve plans and strategies.
- Work directly with the Finance Department to ensure all donations and pledge processing are handled with the highest levels of stewardship, accuracy, and security.
- Collaborate with Marketing and Communications on strategies to honor and engage donors, partners, and community members through effective communications.

Cross-organization Collaboration: As a member of the Senior Management Team, contribute to the overall direction and management of OFA, including strategic planning, budgeting, and reporting.

- Facilitate transparent communication channels across the organization and Board of Directors. Use regular meetings, updates, and reports to help keep everyone informed about each other's work and how it contributes to the overall goals.
- Actively work to break down silos that may exist across the organization. Encourage an open-door policy and promote interaction between teams to foster understanding and collaboration.



- Identify and articulate common goals that require collaboration across departments.
- Address conflicts or disagreements between departments promptly and constructively. Function as a mediator to facilitate resolution and promote a culture of cooperation and respect.
- Foster a culture of trust and mutual respect among team members from different departments and the Board. Encourage sharing of ideas, feedback, and expertise without fear of judgment or reprisal.
- Ensure that cross-organizational collaboration is inclusive and equitable, considering diverse perspectives, backgrounds, and experiences. This enriches the collaborative process and leads to better outcomes.
- Recognize and celebrate achievements resulting from collaboration. This reinforces the importance of working together and motivates teams to continue collaborating effectively.
- Provide leadership and work in partnership with the Director of Communications to facilitate the sharing of information about OFA's development plans and performance, with the goal of improving the visibility and demonstrating the impact investments to OFA.
- Support the Executive Director and other staff in general organizational management and other duties, as necessary.
- Assist with formulation of organizational policy and procedure and monitor adherence to same.

Board Relationship: The Director of Development will serve as a key liaison between the executive leadership team and the Board of Directors. This role entails regular communication with board members, providing updates on development performance, strategic initiatives, and significant developments. The Director will collaborate with the Board to ensure alignment between organizational goals and board expectations.

Additionally, they will actively participate in board meetings, offering insights, recommendations, and reports to support informed decision-making processes. Building and maintaining strong relationships with board members will be essential for the Director of Development to effectively fulfill their responsibilities and drive the organization's success.



Budget Oversight: Collaborate closely with the Executive Director and SLT to develop and manage OFA budgets, ensuring efficient use of resources and alignment with organizational goals.

- Provide support and leadership in the development of the OFA's annual budget in collaboration with relevant staff, departments, and the board of directors. Ensure that the budget reflects our strategic priorities, mission, and available resources.
- Support the development of multi-year financial plans and forecasts to guide OFA's long-term programmatic sustainability. Consider factors such as programmatic growth, fundraising projections, and potential risks.
- Regularly monitor OFA Development budget performance against actual expenses and revenue. Review financial reports, statements, and variances to identify trends, discrepancies, and areas needing attention.
- Ensure that expenses are aligned with budgetary allocations and programmatic priorities. Review and approve expenditures, contracts, and purchases to maintain fiscal discipline and compliance with policies and regulations.
- Enforce financial controls, policies, and procedures to safeguard assets, prevent fraud, and ensure compliance with legal and regulatory requirements. This includes segregation of duties, approval processes, and internal audits.
- Assess the need for budget adjustments in response to changes in funding, expenses, or development priorities.

Staff training and Development: Provide guidance, support, and professional development opportunities to program staff to foster a high-performing team culture.

- Ensure job descriptions are accurate and conducted annually.
- Ensure Desk Manuals are completed for key positions and updated annually.
- Conduct a thorough needs assessment to identify the knowledge, skills, and competencies required for staff and volunteers to perform their roles effectively. This may involve surveys, interviews, and performance evaluations.
- Ensure the development of comprehensive annual training plans for staff and volunteers based on the needs assessment findings. Outline the training topics, methods, resources, and timeline for implementation.
- Help OFA to become known as an employer of choice and team that people want to join.



Risk Management: Identify and mitigate risks related to OFA Development, ensuring we meet donor intent and reporting quality.

Specific Skills and Experience Include:

- Demonstrated success as a philanthropic and/or business development leader.
- Demonstrated creativity in developing successful multiple philanthropic and/or business lines and donor/client stewardship.
- Ability to influence and engage a wide range of donor/investors and build long-term relationships.
- Experience building high-impact teams that deliver measurable growth.
- Experience with leveraging donor data from a donor relations CRM system to drive donor strategy, and to assist with recognition, engagement, and stewardship.
- Top-notch writing, verbal, and analytical communications skills and ability to develop rapport and credibility across the organization and the community.
- Strategic and analytical thinking, strong capability for project management, problem-solving skills, sound judgment, and a willingness to resolve issues and problems in a timely manner.
- Flexible and adaptable style; a leader who can positively impact both strategic and tactical resource development initiatives.
- Strong organizational and time management skills with exceptional attention to detail.
- Excitement for and experience in adaptive change management.
- Sensitivity to the needs, attitudes, and situations of peers, donors, and volunteers.
- A professional, entrepreneurial, and resourceful style; the ability to work independently without close oversight; and a team player who will productively engage with others at varying levels of seniority within and outside OFA.
- Highly empathetic, collegial, and service-oriented with an ethos of "no job too big; no job too small."
- Tackles ambiguity with innovation and creativity.
- Well-honed balance of confidence and humility.

Core Competencies:



- **Know Yourself** - Demonstrate self-awareness, self-management and continual growth and learning.
- **Understand Others** - Demonstrates interpersonal awareness and the ability to be inclusive.
- **See the Whole** – Demonstrates organizational and political awareness, relationship building skills, and effective decision making.
- **Create an Environment of Success** - Demonstrates the ability to integrate performance leadership into program activities, provide coaching and mentoring for improved success, provide personalized recognition and celebrate successes, and displays characteristics of interpersonal influence.
- **Model the Way** - Demonstrates ethics and integrity, consistently walking their talk.

Requirements:

Education: Bachelor's degree; advanced degree and/or C.F.R.E preferred.

- Equivalent experience may substitute for education.

Qualifications:

- Ten years of experience working in cross-functional team environments, specifically in non-profit resource development, fundraising programs, corporate social responsibility, or business development and sales.
- Strong leadership skills with the ability to inspire and motivate teams toward achieving organizational goals.
- Excellent communication and people skills, with the ability to collaborate effectively with diverse stakeholders.
- Experience in strategic planning, budget management, and program evaluation.
- Passion for outdoor recreation and a commitment to diversity, equity, and inclusion in outdoor programming.
- Customer Service – Seek to understand donor/partner/participant needs and work to exceed their expectations (internal and external).
- Initiative – Look for opportunities to improve performance; manage time, work, and relationships effectively and efficiently.



- Professionalism – Treat others with respect; share OFA's values; display a positive and cooperative attitude; and adhere to the workplace Code of Conduct and compliance policies.
- Teamwork – Work proactively and collaboratively with others to achieve mutual goals.
- Team Management – Ability to recruit and retain top talent by maximizing the potential of each team member.

Application Process

To apply, please send a copy of resume and cover letter to info@outdoorsforall.org. This position will remain open until filled.