



Outdoors for All Foundation Position Description

Title: Donor Relations Manager

Summary: Outdoors for All provides children and adults with disabilities adaptive and therapeutic outdoor recreation programs such as snow skiing, kayaking, cycling, and more. The development team builds broad based revenue streams and deepens relationships and engagement with individuals and partners to meet program delivery goals and expand our mission.

This position plays a critical role in the growth of individual engagement, moves management, and pipeline creation as the Donor Relations Manager. We seek a dynamic team member who is culturally aware and collaborative, with a proactive approach to their work. The ideal candidate possesses strong communication skills and has experience in developing and implementing digital engagement strategies. A passion for adaptive recreation and/or outdoor activities is highly valued.

This role is open to individuals with diverse backgrounds and experiences that align with these responsibilities, including those from related fields in marketing or sales. We encourage applicants who are adaptable and eager to contribute to our mission, regardless of their specific job titles in previous roles.

Reports to: Chief Development Officer (CDO)

Key Responsibilities:

- Develop and maintain a comprehensive understanding of our organization's mission, brand, programs, and services.
- Collaborate closely with colleagues from marketing and events, volunteering, and programs on outreach, storytelling, planning, and CRM management.
- Develop and implement data driven digital engagement strategies and donor journey planning.
- Build the foundations for a comprehensive annual giving program that centers on retention and personalized communication.
- Map and document donor journey, identify key touchpoints and interactions from awareness to long-term stewardship.
- Analyze donor data and feedback to understand motivations, preferences, and behaviors, using insights to inform engagement strategies and enhance the donor experience.
- Collaborate with CDO to form a mid-level giving program.
- Establish, with the development team, pipeline and moves management systems and metrics.
- Help to manage donor portfolios for CDO and Executive Director.

- Attend networking events and other external functions to represent our organization and cultivate relationships with constituents.
- Monitor and report on the effectiveness of fundraising campaigns and make recommendations for improvements.
- Other duties as directed.

Qualifications and Requirements:

1. **Commitment to Mission:** Make time to engage with Outdoors for All volunteers and participants and participate fully as a team member.
2. **Extensive Annual Giving OR Marketing OR Sales Experience:** Demonstrated expertise building giving programs / digital engagement strategies OR donor journey mapping OR digital engagement/pipeline development.
3. **Leadership Excellence:** Proven ability to lead and inspire teams, with a track record of effective collaboration and independent management.
4. **Exceptional Organizational and Communication Skills:** Highly skilled in organizing projects, with outstanding verbal and written communication abilities and a knack for solving problems efficiently.
5. **Technical Proficiency:** Strong CRM management skills, prefer experience with Salesforce, Smartsheet, and M365.
6. **Flexible Availability:** Willingness to accommodate a flexible schedule, including occasional evenings and weekends, to ensure successful event execution (with comp time available for weeks reaching beyond 40 hours worked)
7. **Relevant Educational Background:** Bachelor's degree in a relevant field preferred, with a solid foundation in event management principles.
8. **Proven Track Record:** Over 5 years of non-profit annual giving OR marketing experience OR sales experience working with direct marketing digital engagement, pipeline development.
9. **Valid Driver's License:** Current Washington State Driver's License and proof of personal auto insurance.
10. **Background Clearance:** Successful completion of a comprehensive background check.

Status: Full-time, exempt.

Salary: \$75,000-82,500.

Hours: Full-time, hybrid. 40 hours/week, Monday through Friday 9am-5pm, with occasional special event support requested at other times. In the office 3-4 days per week (Bellevue, WA).

Benefits: Medical, dental, 15 vacation days, 9 paid holidays, accrued 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.

Please email your cover letter and resume to info@outdoorsforall.org with the subject "Donor Relations."