



Outdoors for All Foundation Job Description

Job Title: Development Manager

Job Summary: Cultivate relationships to sustain and increase donations. Manage fundraising campaigns and events to underwrite life enriching outdoor recreation programs for children and adults with disabilities. Manage Resource Development plan to meet organizational fundraising objectives. Work constructively as a team member of the staff, Resource Development Committee and other groups.

Reports to: Executive Director

Primary Responsibilities:

1. Cultivate relationships with current, past and prospective donors to sustain and increase donations. Schedule opportunities for executive staff and board members to connect with donors.
2. Manage fundraising campaigns including work place giving and annual fund.
3. Provide lead role in promotion and operational logistics for special event fundraisers:
 - In first year on the job, manage the fundraising components of the Outdoors for All Cycling Team and its participation in the Seattle To Portland / STP Cycling Classic. Contribute to the management of fundraising special events like Mountainfilm on Tour, gala auction and Spree at Alpental.
 - By the second year and subsequent years on the job, continue with first year responsibilities but also step up to take the lead role for the Spree at Alpental.
 - Support community partners in implementing other, smaller fundraising events such as the annual fall "Pray for Snow" event and Stevens Pass Springfest.
4. Seek out and secure registrants for events such as the gala auction, Spree at Alpental and STP.
5. In consultation with the executive director, outreach manager and auction event consultants, create and adhere to specific budget guidelines for each campaign and special event.
6. Manage development 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.
7. 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 Plan and annual budget.
8. Provide assistance to the executive director in cultivating corporate sponsors.
9. Participate fully as a member of the Outdoors for All staff team.
10. Comply with Outdoors for All safety and health policies and procedures.
11. Participate on committees such as the Resource Development Committee, sub-committees and task forces that support foundation development efforts.
12. Drive Outdoors for All vehicles for the delivery of special events.
13. Other duties as identified.

Qualifications:

1. Bachelor's Degree.
2. Minimum of three years nonprofit development experience with a proven track record in donor cultivation and event planning.
3. Ability to work constructively as a team member, set and meet project timelines, parameters, budgets and goals.
4. Ability to multi-task and successfully see projects from start to finish.

5. Excellent interpersonal, verbal and written communication skills.
6. Ability to work a flexible schedule; evening and weekend work required
7. Ability to lift and carry a minimum of 25lbs.
8. Valid Washington state Driver's License and ability to be insured for organization's auto coverage; must also verify own auto insurance.
9. Intermediate skiing or snowboarding skills or ability to obtain during the 2010-11 winter season.
10. Commitment to a positive, fun and team-oriented working environment.
11. Proficiency with Microsoft Office and social media. Experience with database management -- preferred with Salesforce database or eTapestry database. Desktop publishing and web publishing skills a plus.

Salary Range: Expected to be \$38,000 - \$50,000 DOE

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

Benefits: Medical, two weeks vacation, nine paid holidays, sick leave, retirement plan, Summit at Snoqualmie season pass, professional development association membership, educational funding

Please submit cover & resume to:

Outdoors for All Development Manager Hiring Committee
2 Nickerson Street, Suite 101
Seattle WA 98109
info@outdoorsforall.org

Outdoors for All Foundation Mission

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

www.outdoorsforall.org