



Development Manager Position Description

Position Title: Development Manager

Reports To: Executive Director

Status: Full-time exempt, adaptable to part time

Starting Salary: \$37,000-\$44,000, DOE, with comprehensive benefits package

Position Summary: The Development Manager coordinates planning and implementation of the Land Trust's development of philanthropic support, including fundraising, marketing and communications activities. This position is supported by a development assistant and supports the Board Development Committee, the Executive Director, the Board of Directors, and key volunteers.

Currently this is the lead position in a well-established program and has the potential to grow into a full Development Director position. The successful applicant will be skilled in key areas and will possess the vision and energy to grow with the organization. We're looking for intelligence, passion, commitment, and creativity. The Land Trust is committed to providing support for the position, including training, support staff, and dedicated volunteers.

The Nisqually Land Trust is a nationally accredited, 28-year-old nonprofit corporation with a reputation for high-quality conservation in one of the most beautiful watersheds in the country. Currently, we protect over 5,000 acres of wildlife habitat between Mount Rainier National Park and the Billy Frank Jr. Nisqually National Wildlife Refuge, on Puget Sound, where we have our office.

Job Responsibilities

Fundraising and Development

- Lead creation and execution of annual Development Program work plans and budgets
- Coordinate planning and implementation of annual-giving, planned-giving, and major-donor programs
- Support the Executive Director, Board of Directors, and Development Committee in fundraising and donor cultivation
- Support development of corporate and foundation support through sponsorships and marketing and branding opportunities

- Participate with the management team and Board in the periodic revision of the Strategic Plan and ensure that strategic benchmarks are met

Event Management

- Lead Annual Dinner & Auction Gala, including event conception, planning and logistics, materials, volunteer and vendor coordination, staff engagement, budget management and outcome reporting.
- Plan and oversee implementation of donor stewardship and cultivation events, house parties, property tours, and other donor-engagement activities.

Marketing and Communications

- Collaborate on implementation of Land Trust communications plan
- Manage publication of two print and four electronic newsletters annually
- Manage Land Trust website
- Coordinate electronic communications

Database Management and Reporting

- Oversee administration of Giftworks database
- Oversee gift entry, gift reporting and reconciliation with finance team and other members of the development program
- Compile reports as needed for staff, Development Committee and Board of Directors
- Create and analyze donor prospect lists, conduct prospect research, and prepare briefing materials for Board and staff.

Qualifications

- Bachelor's degree and at least three years' experience in development, fundraising, or marketing activities or equivalent combination of education and experience.
- Proven skills in support development, fundraising, team building, and program implementation
- Experience in event planning and project management
- Vehicle and valid driver's license

Desired Skills and Experience

- Excellent verbal skills in small- and large-group presentations
 - Outgoing and friendly personality
 - Ability to interact with a wide variety of people and develop positive relationships
- Proficiency with social media and computer applications, including donor-database management, spreadsheets, graphics, word processing, presentation creation, and communications
- Collaborative, facilitative style and strong organizational skills
- Ability to write reports, promotional materials, correspondence, press releases, work plans, and budgets
- Willingness to work some nights and weekends.

Benefits

Benefits include health, dental and vision coverage; paid holidays, vacation and sick leave; 401(k) retirement plan with employer match; and support for annual training and skills development.

Work Environment

The Land Trust's office is located at the Billy Frank Jr. Nisqually National Wildlife Refuge, on Puget Sound, in Olympia, Washington. The office atmosphere is informal, collegial, and collaborative. Self-motivation, flexibility, and the ability to perform under pressure and to work both as part of a team and independently are a must.

To Apply

We will begin reviewing applications on September 23, 2016, with a goal of filling the position by October 14, 2016. Applications will be accepted until the position is filled. Applications will be accepted via email only. **No calls please.** Your application should include the following:

- **Cover letter** describing your qualifications for and interest in the position.
- **Resume**
- **Three references** (We will contact your references only after you have given us permission.)
- **One writing sample.** Send us something that you think demonstrates writing skills appropriate to the position.

Please send the above materials in a single email of less than 10MB to jkane@nisquallylandtrust.org. We will acknowledge receipt of your application via return email and contact you as we proceed further into the recruitment and selection process. Thank you for your interest in the Nisqually Land Trust.