



City Kids Wilderness Project

Position: Development Director

Location: Washington, DC with travel to Jackson, WY

Reports to: Executive Director

Company Description: City Kids Wilderness Project is a nonprofit organization founded (1996) on the belief that providing enriching life experiences for under-resourced youth can enhance their lives, the lives of their families, and the greater community. We strive to provide extraordinary wilderness and community-based experiences that will inspire worthy young people of Washington, DC to dream, see beyond their current circumstances, and ultimately succeed in building a healthy, happy, and productive life. Our goals include that our youth graduate from high school or earn their GED, that they enroll in a postsecondary education program or obtain a job, and that they are involved and connected members of their community. Programs take place throughout the year in and around Washington, D.C. and during the summer at our ranch in Jackson Hole, Wyoming. Youth enroll as sixth graders and continue their engagement with City Kids through middle school, high school and beyond.

Position Summary: City Kids seeks an action oriented, organized, strategic, and engaging Development Director with a passion for the City Kids mission. The DD oversees all aspects of fundraising and communications to support the 2017 revenue goal of 1.3 million. The DD supervises the Senior Development Associate, and works closely with the ED and Board of Directors to ensure City Kids' stability and growth.

Key Responsibilities

- Develop and execute an annual and long-term fund development plan to meet organization goals.
- Analyze results and effectiveness of development plan to develop results-driven strategy.
- Enhance, professionalize and expand a comprehensive individual donor program with emphasis on large-scale gifts while leveraging City Kids' current events and cultivation activities.
- Serve as the primary owner of donor cultivation and stewardship, managing a portfolio of 100+ individual relationships; lead the build-out and tracking for a portfolio of donors for ED and Board.
- Cultivate, steward, and solicit individual, corporate, and foundation supporters.
- Hold primary responsibility for growing and sustaining a thriving grants program, securing investments from 20+ grant-based funders including foundation, corporate, and government partners. Oversee prospect research and outreach, and manage high-quality, tailored grant and report writing activities.
- Create an overall event strategy and execute fundraising and cultivation events in DC and Jackson, WY.
- Serve as a member of the leadership team and participate in strategic and operational planning; Work with the ED and leadership staff to craft and present annual budget with revenue projections to the Board. Act as thought partner to the ED and Board in developing new revenue areas and long-term sustainability.
- Ensure that the ED and Board (especially members of the Development Committee) are working with a shared fundraising vision and are deployed to identify and cultivate new donors.
- Oversee the creation and management of expanded fundraising programs such as our new corporate engagement strategy, and peer to peer fundraising events related to our Associate Board and Advisory Council, and fundraising hikes and climbs such as our upcoming Rainer Climb.
- Supervise and support development department staff and interns to meet revenue goals.
- Coordinate the creation and production of collateral materials related to fundraising events, programs, and activities, including regular donor communications. Manage marketing for all fundraising initiatives.

- Manage development operations including oversight of Salesforce database, maintaining accurate data, gift administration and processing, donor recognition and outreach, budgeting, and record keeping.

As Development Director, you will: be action and results oriented, inspire confidence and excitement about this work with our donor community, be able to connect authentically with our donors and donor prospects, and inspire and support our Board in being strong champions and fundraisers for this work.

Qualifications:

- At least five to seven years of development experience with progressive responsibility for overseeing the fundraising function in a nonprofit organization.
- Demonstrated success building and implementing an annual strategic development plan; proven track record of success with identifying, managing and cultivating relationships with multiple donor sources.
- High level of comfort in direct solicitations and supporting and coaching volunteers in solicitation activities.
- Ability to write clearly and persuasively; strong verbal and interpersonal communication skills with ability to influence and engage a wide range of donors and build long-term relationships.
- Experience working with marketing and communications functions.
- Strong organizational and time management skills with exceptional attention to detail.
- A personal commitment to and deep understanding of City Kids' mission and demonstrated skills in cultural competence and a commitment to social justice.
- Demonstrated capacity to work independently without close oversight, while also operating as a team player in a flexible, creative, and evolving environment.
- An engaging and dynamic manner that demonstrates warmth and good humor when working with individuals. Personal qualities of maturity, humility, strong work ethic, and roll-up-my-sleeves attitude.
- Experience working with donor databases; Salesforce experience highly desired.
- Willingness to travel up to 30-45 days throughout the year.
- Bachelor's degree or equivalent experience required, master's degree preferred.

Salary & Benefits: Salary is competitive for the role with similar sized nonprofits in the city. Benefits include medical, dental, and vision plan with 100% employer contribution, 10 paid holidays, 20 days paid time off, and on-going professional development opportunities.

How to Apply: Interested candidates should send a cover letter and resume to Executive Director, Eloise Russo at eloise@citykidsdc.org Please write "Development Director" in the subject line. No phone calls please. Target start date is fall 2017, with potential for an earlier start and/or site-visit to our summer programming in WY.