



## City Kids Wilderness Project

**Position:** Part-Time Jackson Development Officer

**Location:** Jackson, WY

### Company Description:

City Kids Wilderness Project is a nonprofit organization founded (1996) on the belief that providing enriching life experiences for DC youth can enhance their lives, the lives of their families, and the greater community. 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. Additional program details can be found on our website: [www.citykidsdc.org](http://www.citykidsdc.org)

### Background & Position Summary:

City Kids has engaged in fundraising activities in Jackson, WY since its founding. In recent years, City Kids' donor base and organizational capacity have expanded in Jackson, as has our program and need for funding. In order to continue to sustain and grow our donor engagement work and overall fundraising success in Jackson, City Kids has identified a need for a Jackson based Development Officer to work in partnership with City Kids staff and board leadership in meeting our Jackson based development goals. This role works closely with the Executive Director, Development Team, Board Leadership, and our Jackson Advisory Council (JAC).

### Key Responsibilities

- **Event Management:**
  - **Winter Dinner(s):** Manage the annual winter dinner, including working with Board and JAC Members to identify and invite dinner attendees, managing dinner logistics, and coordinating the dinner program / speakers. Potential to support a small handful of additional dinners / small events throughout the year in partnership with the JAC, City Kids Board Members & Staff.
  - **Old Bill's:** Manage City Kids' involvement in Old Bill's Fun Run each year. This includes coordinating Jackson Advisory Council (JAC) and Board Members' participation in the City Kids booth, managing and preparing the giveaways for the booth, working with the City Kids development team on donor outreach and follow-up, and attending the Old Bill's award ceremony each October.  
*Note: City Kids development team will complete the annual application to participate in Old Bill's.*
  - **Annual Summer Celebration:** Support annual Jackson fundraiser in partnership with City Kids Staff. Maximize the impact of the Summer Celebration by working to bring new prospects to the event, engaging lapsed donors and connecting this work with solicitations as appropriate, and supporting event logistics. Support post-event donor follow-up directly after the event and throughout the year.
- **Jackson Advisory Council (JAC):** Manage and support the JAC and their work both individually and as a group. This includes supporting JAC meeting planning in partnership with the JAC Chair, working with the JAC to develop their annual goals and calendar, as well as individual member follow-up on key commitments and donor engagement.
- **Donor Cultivation & Stewardship:** Support Founder, Board Chair, Jackson based Board Members, and Executive Director on follow up with their prospects including proposal tailoring and thank you

notes. Participate in prospect identification, strategy, cultivation, and in some cases solicitation of new and current donor prospects in Jackson, WY.

- **Communications:** As time allows, support City Kids' needs around building and updating our case for support, donor outreach letters, language for grants and communications materials.
- **Data Tracking:** Tracking of the above efforts, lists, solicitations, and gifts (with staff support), in our Salesforce CRM and events tracker.

**Resources, Support, & Materials:** City Kids will provide project resources, support, and materials including, but not necessarily limited to:

- Our current list of donors, lapsed donors, and new prospects.
- Access to our CRM (Salesforce) for data and project management, and internal training sessions as needed to develop the needed skills and understanding of the system.
- Staff support in developing collateral, materials, mailings, & proposals as needed/possible for cultivation and solicitation. This role will work in partnership with City Kids staff to identify the lead and/or support needed for project data tracking, management, reporting, research, mailings, and other logistical activities.
- Staff coordination and support with the City Kids Summer Celebration.
- Access to City Kids staff, Board of Directors, and other community members for ongoing communication, direct engagement, meetings, use in cultivation, solicitation, and stewardship.

**Qualifications:**

- Prior development experience preferred, prior events management experience required.
- Action oriented, strong organizational skills with exceptional attention to detail.
- Strong ability to self-manage. 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.
- A personal commitment to and deep understanding of City Kids' mission and demonstrated skills in cultural competence and a commitment to social justice.
- Experience working with donor databases; Salesforce experience preferred.

**Commitment & Remuneration**

- **Time Commitment:** 15-20 hours per week from late May through early September. Approximately 15 to 20 hours per month October through May. Additional hours during the winter months prior and following the annual City Kids winter donor dinner.
- **Payrate:** commensurate with experience

**How to Apply:** Interested candidates should send a cover letter and resume to Executive Director, Eloise Russo at [eloise@citykidsdc.org](mailto:eloise@citykidsdc.org) Please write "Jackson Development Officer" in the subject line. No phone calls please. Target start date is late spring 2019.