



City Kids Wilderness Project Senior Development Manager

Position: Senior Development Manager (SDM)

Location: Washington, DC or Jackson, WY with travel to both

Reports to: Director of Development (DoD)

City Kids Wilderness Project (CKWP/City Kids) is seeking an action oriented, organized, strategic, and engaging Senior Development Manager to join our dedicated staff in Washington, DC. The SDM will support all aspects of fundraising for CKWP's organizational budget of \$1.8 million. The SDM will report to the Director of Development and works closely with the part time, Jackson, WY based, Development Advisor, ED and Board of Directors to ensure City Kids' stability and growth.

ABOUT CITY KIDS WILDERNESS PROJECT

City Kids 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. We strive to provide extraordinary wilderness and community-based experiences that inspire youth 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 OVERVIEW

This position will be responsible for bringing both structure and imagination to our growing number of fundraising activities including stewarding an existing portfolio of individual and foundation major donors and helping to grow an individual giving pipeline that will sustain the organization for decades to come. This role is both strategic and tactical, requiring the ability to think big while minding all the details. The Senior Development Manager must be a savvy project manager who is comfortable juggling multiple projects for different people on different timelines.

This role will report to and work closely with the Director of Development to manage our fundraising processes, implement a moves-management based system, develop proposals, appeals, and online campaigns, communications, support events, manage giving circles and supporter groups, and assist with other special projects. We are looking for candidates who are motivated and collaborative and want to be a positive part of our participants' lives.

QUALITIES OF SUCCESSFUL CANDIDATES

The ideal candidate is eager to grow resources and support for CKWP to achieve the goals of the organization's DC weekend outdoor adventure programming, job training and college preparation programming and Jackson, WY based summer camp, career exploration and job training programming for our older youth. This individual is able to communicate effectively and professionally across all platforms and accomplish their work with diplomatic finesse. This person should be efficient at handling multiple priorities at one time, work efficiently and be a team player.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Donor Development and Relationship Management (40%)

- Maintain and cultivate a continuously robust major donor pipeline big enough to hit growing annual revenue goals by actively identifying, cultivating and stewarding in person, by phone and email individual prospects and current donors, *with a focus on Jackson, WY donors.*
- Work closely with the Director of Development to update development plan to accomplish organizational goals as they evolve.
- Preparation of meeting briefs with donors that are then later saved in Salesforce.
- Identify suspected revenue gaps and provide input on tactics to generate new leads
- Comfortable being the external face for donors.
- Research and design moves management plans for specific donors.
- Expand City Kids' Outdoor Retailer corporate partnerships through research, communication, outreach, cultivation, and solicitation.
- Support Board Members in the cultivation, stewardship and management of their portfolios of Jackson based contacts and donor prospects.
- Support DoD in Board and Advisory Committee outreach and meeting planning.
- Complete and submit funding proposals to Foundations, Corporations, and other entities as planned and assigned.
- Build and maintain relationships with points-of-contact (POC) at Foundations, Corporations, and other entities as assigned and appropriate.
- Take a leadership role in developing and securing corporate partnerships and sponsorships.

Grants, Campaigns and Event Management (35%)

- Support development, logistics, and tracking of annual appeal and other fundraising mailings.
- Support development, logistics, and tracking of online campaigns such as Do More 24, Giving Tuesday, and donor/Associate Board peer-to-peer giving campaigns, such as birthday, year-end, and event-based campaigns.
- Serve as main POC for Jackson-based events and support for DC-based events. Tasks include:
 - Take a leadership role in the creation, planning and execution of fundraising and cultivation events.
 - Develop effective working relationships with volunteers, sponsors, and key corporate and community leaders to support fundraising and cultivation events.
 - Ensure event promotion, logistics, and follow-up are professionally planned and implemented.
 - Evaluate, select, and manage outside vendors and service providers.
 - Manage invitation and guest list process for events.
 - Collaborate with stakeholder groups such as the DC Associate Board and Jackson Advisory Council to plan and execute group-led events throughout the year.

Development Operations (20%)

- Develop & ensure effective use of CRM (Salesforce) and online giving platforms to track moves-management and donor data.
- Collaborate with Program and Administration Teams to ensure grant compliance and accurate grant reporting and proposal content.
- Ensure gift records, donor information, grant information, and other fundraising components are up-to-date and updated on an ongoing basis.
- Ensure lists, campaigns, and records are correct, usable, and maintained.
- Provide donor and gift listings and other reports, both ongoing and on request, to Senior Management & the Board of Directors.
- Complete gift acknowledgements; use complete team and creative approach to engage donors.

Communications (5%)

- Update and manage development/fundraising component of website.
- Support development and distribution of ongoing stakeholder communication, including monthly e-newsletters.
- Contribute to City Kids' social media presence.
- Support communication projects including Annual Report development, Annual Appeal, and generation of other collateral such as Infographics, calendars, etc.
- Develop high quality marketing and communications collateral.

KNOWLEDGE, SKILLS & ABILITIES (REQUIRED)

- Flexible, entrepreneurial spirit with demonstrated ability at achieving fundraising goals.
- Analytical skills with strong proficiency in Microsoft Excel preferred.
- Masterful project management skills with a determination to exceed expectations.
- Excellent interpersonal, verbal and written communication skills.
- Ability to communicate effectively at all levels internally and externally.
- Able to simultaneously manage a high level of detail across multiple projects.

WORK EXPERIENCE

- Bachelor's degree or equivalent experience required.
- 3-5 years of development and fundraising experience.
- Experience working from, and preferably writing, a development plan.

OTHER QUALIFICATIONS AND ATTRIBUTES

- Demonstrated capacity to work independently without close oversight, while also operating as a team player in a flexible, creative, and evolving environment.
- Passion for with organizations serving youth and love of the outdoors.
- A personal commitment to and deep understanding of City Kids' mission and demonstrated skills in cultural competence and a commitment to social justice.
- Communications and marketing experience a plus, particularity digital marketing and social media.
- Energetic, outgoing, flexible, and able to thrive in a collaborative, evolving environment.
- Availability to work some evenings and weekends, with ability to travel 30-45 days a year in support of CKWP programs and events.

SALARY AND BENEFITS

Salary is competitive for the role with similarly 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.

TO APPLY

Candidates should send the following to katie@threadstrategies.com with “City Kids Director of Development” in the subject line:

1. Resume;
2. Cover letter with salary range expectations and available start date; and
3. A writing sample solely authored by the candidate that is relevant to fundraising work, such as a follow-up email post donor meeting, or a campaign report constructed to give strategic counsel.

Only applicants who follow this process will be vetted. No direct calls please. Target start date is Fall 2019.

The above statements are intended to describe the general nature and level of work to be performed by the individual assigned to this position. They are not intended to be an exhaustive list of all duties, responsibilities, and skills required. Management reserves the right to modify, add, or remove duties as necessary. Minimal heavy lifting and no strenuous activity required; reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of this position. City Kids Wilderness Project is an equal opportunity employer.