



City Kids Wilderness Project Development Manager

Position: Development Manager (DM)

Location: Washington, DC

Reports to: Associate Director of Development and Communications

Salary Range: \$55K - \$65K

City Kids Wilderness Project (CKWP/City Kids) is seeking an action-oriented, organized, strategic, and engaging Development Manager to join our dedicated staff in Washington, DC. The DM will support all aspects of fundraising for CKWP's organizational budget of \$2.1 million. The DM will report to the Associate Director of Development and Communications (ADoD) and works closely with the Executive Director to ensure City Kids' stability and growth.

ABOUT CITY KIDS WILDERNESS PROJECT

City Kids Wilderness Project's mission is to build resiliency, broaden horizons, cultivate community, and develop skills for success in DC youth through a long-term, cohort-based model that utilizes both the wilderness and urban environment to encourage growth. City Kids aims to inspire youth to use their personal power to shape the future of their own lives and change in the greater community. We envision a world where individuals, communities, and systems evolve to create a bright, inclusive, and just future for all youth. A community of cohesion and allyship where youth have the support they need to develop into confident young adults who are aware of their personal power. 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. City Kids launched an expanded Alumni Program in 2020, serving 18-25 year old City Kids participants. Current staffing includes approximately 45 full and part-time/seasonal employees in the Washington, DC region and in Jackson, WY. More information on City Kids can be found at www.citykidsdc.org.

JOB SUMMARY

The Development Manager (DM) will perform administrative, operational, communication, and strategic functions across City Kids' grants, major giving, and annual giving programs to ensure the highest performance from each of the following:

Institutional Partners (Grants and Corporate Giving): Serves as the lead for City Kids' grant strategy including managing the organization's \$1.1m grant portfolio, producing grant reports, and managing prospect research. Manages the organization's corporate donor portfolio including moves management, recording donor data, and conducting prospect research for new corporate donor partners.

Major Giving: Supports the Executive Director and Associate Director of Development across all major donor relationships, records donor data, and conducts prospect research.

Annual Giving: Executes the organization's annual giving calendar across multiple channels and segments. Ensures robust donor engagement and high-quality appeals while maintaining the tools and systems to automate this strategy. Manages acquisition strategies to ensure we are generating new leads, donors, email subscribers, and social media followers.

As the lead project manager for all development milestones, goals, and tasks, this position is masterful with donor data and performance data. This role oversees all donor services to ensure the most meaningful giving experience for City Kids' donors and increases retention across donor types. The DM provides general administrative oversight to the development shop to improve the efficiency of annual giving, grants, major gifts, major gift event logistics, communication plan execution, presentation support, collateral production, and database management.

JOB RELATIONS

Development Operations- 50%

- Perform administrative, logistic, and communication functions for City Kids' development team.
- Manage the development team's prospecting goals by scheduling and executing prospecting strategies for all individual and institutional donors.
- Coordinate the portfolio activity of the Executive Director and Associate Development Director, leading portfolio meetings, updating the portfolio, strategizing on moves management touchpoints, preparing touchpoint resources, and proposal writing.
- Assist in creating and updating collateral, fundraising materials, and publications.
- Manage and execute the organization's social media calendar.
- Manage and update the organization's website.
- Manage and maintain the organization's online giving tools.
- Perform data entry in Salesforce, updating, and monitoring donor files; create reports as needed; maintain database skills through training and team meetings.
- Generate customized queries, reports, lists for development activities, including lists, exports, revenue, and pledge reports, performance analysis reports etc.
- Provide project management to board committees as it relates to fundraising.
- Maintain and increase City Kids' donor retention rate across all donor types.
- Process contracts, proposals, MOUs, gift acknowledgments, and other administration related to corporate support.
- Act as a first line of communication for donors, volunteers and the community.
- Maintain and improve donor relations by ensuring accurate and timely handling, recording, receipting, thanking and acknowledgement of gifts and related data.
- Establish and manage information tracking for cultivation of past and current donors to enhance their relationship with City Kids and increase the likelihood of continued contributions.
- Support donor relations through relationship and trust building. Be personable and able to relate to donors, and show genuine interest in donors' interests. Provide excellent in person, phone and online customer service.
- Event management: 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 Advisory Board and Jackson Advisory Council to plan and execute group-led events throughout the year.

Annual Giving and Communications Plan- 20%

- Oversee and execute ongoing communication plans including producing and sending E-appeals and direct mail.

- Ensure integration of tools related to annual giving including Mailchimp, Give Lively, and Salesforce to ensure accurate segmentation and data collection.
- Project manage the organization's storytelling routines including collecting stories from the front-line staff to be used across communication channels.
- Manage Ad Hoc message creation and dissemination.
- Oversee external media inquiries and outreach.
- Create and disseminate press releases.

Institutional Giving (Grants and Corporate Giving) – 30%

- Identify, research, and solicit funding from grant making organizations.
- Write requests to grant makers through letters of intent, proposals, applications, and other means of communication.
- Cultivate new and existing grant donor relationships.
- Work with the executive and finance team to develop budgets for grant applications.
- Provide prompt responses to internal and external information inquiries of the organization, via phone, email, or in person.
- Maintain grant records, track due dates for applications and reports; serve as point person for grant compliance, assessing if programs are meeting expectations and timelines of grant awards.
- Identify, research, and solicit funding from corporate donors.
- Cultivate new and existing corporate donor relationships.

KNOWLEDGE, SKILLS & ABILITIES (REQUIRED)

- Flexible, entrepreneurial spirit with demonstrated ability at achieving fundraising goals
- 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
- Experience developing marketing materials and sharing content through print, digital and social media channels.
- Ability to translate programmatic work into content that is understood by external audiences.
- Ability to create internal and external communication that sets an example and clear expectations for authentic, youth-centered narratives.
- Project management skills with a determination to exceed expectations.
- Cultural competency, the ability to work in diverse communities and a commitment to social justice, equity, & inclusion.

WORK EXPERIENCE

- Bachelor's degree or equivalent experience required
- 3-5 years of development and fundraising experience
- Experience working from a development plan
- Experience with Salesforce, Mailchimp, Canva, and WordPress or similar platforms

OTHER QUALIFICATIONS AND ATTRIBUTES

- A personal commitment to and deep understanding of City Kids mission.
- Exemplary service-oriented attitude and posture towards donors.
- Highly motivated with a passion for community development, event planning, implementing logistics, managing multiple projects, and providing leadership support.
- Demonstrated capacity to work independently without close oversight, while also operating as a team player in a flexible, creative, and evolving environment.
- Passion for organizations serving youth and love of the outdoors
- Communications and marketing experience a plus, particularly digital marketing and social media

- Energetic, outgoing, flexible, and able to thrive in a collaborative, evolving environment
- An engaging and dynamic manner that demonstrates warmth and good humor when working with others. Personal qualities of maturity, humility, strong work ethic & a roll-up-my-sleeves attitude.
- Availability to work some evenings and weekends, with ability to travel to Wyoming once or twice a year in support of CKWP programs and events.

Compensation: City Kids is committing to investing in our talent because we believe it is directly correlated with our impact. We commit to a compensation model that is value-aligned, transparent, clear and benefits the total well-being of the employee, thereby making it possible for staff to thrive and grow at City Kids.

We are currently revamping our entire compensation policy to ensure we are honoring our compensation commitments and plan to be complete by Fall 2022. As part of this effort, we will have salary bands based on a clear set of criteria. We anticipate the salary for this role being between \$55K - \$65K, based on the tier you fall in.

In addition to the salary, this role will include a full benefits package which is also being revamped, but includes:

- Hybrid Remote/In Person Work for Office Based Employee
- Dental, Health, Vision, 100% covered for individual and ability to add family members for additional payroll deduction
- Optional Short Term and Long-Term Disability
- 401K Administration and match
- 4 weeks PTO (increases with tenure at organization)
- 3+ "Rest & Rejuvenation" Office Closure Days
- Jury Duty, Vaccination and Bereavement Leave
- Allotted budget for individual professional development opportunities
- Variety of rewards and recognition events and opportunities
- Outdoor Retailer Discounts

TO APPLY

Candidates should send a resume and cover letter to dan@citykidsdc.org with "City Kids Development Manager" in the subject line.

[Core values](#)

[DEI statement of beliefs](#)

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.