

Manager of Development Position Description

Nature of Position

Spearheads, manages and expands all fundraising components of the organization. Makes the experience of giving to CSNW a satisfying and rewarding one.

Relationship to Staff and Board

Along with the Executive Director, Director of Operations, and Director of Outreach, participates as a member of the Management Team. Works with the Director of Outreach to plan and execute annual events. Supervises the activities of development volunteers. Drafts development staff position descriptions to be approved by the Executive Director. May participate in and/or support the Board's Marketing and Development Committee as needed. Reports to the Executive Director.

Position Duties

- Strengthen, diversify, and increase CSNW's array of funding streams including annual gifts, major gifts (\$1000+), foundations, corporate partnerships, planned giving and events.
- Create and implement the organization's annual and multi-year development plans, including setting measurable goals and objectives. Gauge progress toward goals with monthly and annual reporting.
- Partner with the Executive Director to plan and execute strategies for prospect/donor cultivation and solicitation.
- Use Moves Management to cultivate, solicit, and close gifts from current and prospective donors, with an emphasis on growing major donor support.
- Research, write and submit grant proposals to foundations and corporations and track reporting requirements.
- Manage grants calendar.
- Write and produce solicitation materials that engage supporters and encourage them to donate.
- Develop and expand the strategy to sustain CSNW's annual fund including creating numerous, efficient, and compelling opportunities for donors to support the organization.
- Plan and help coordinate annual fundraising events.
- Work with supporters to hold private fundraising events and other opportunities.
- Oversee effective donor database management (currently CSNW uses Salsa).
- Stay up-to-date and informed about changes that are relevant to fundraising in our field, to the organization's mission, and to the development profession.
- Provide big-picture thinking.
- Implement policies and procedures for the department.
- Work with Director of Outreach to identify opportunities to drive visibility and revenue generation.
- Work cooperatively with other departments.
- Perform other duties as required.

Duties and Responsibilities

Supervision and Responsibility

Knowledge and experience in a variety of the field's concepts, practices and procedures. Relies on experience and judgment to plan and accomplish departmental goals and improve productivity. Creativity, strong organizational skills, independent thinking, and self-motivation are required.

Education and Experience Required

1. Bachelor's degree in related field required.
2. Knowledge of best practice fundraising principles.
3. A minimum of five years nonprofit fundraising experience.
4. History of success in organizational financial growth.
5. Proven track record of securing funds through foundation grants.
6. Excellent oral and written communication skills.
7. Experience using donor databases.

Education and Experience Preferred

- Advanced degree.
- A passion for animal welfare.

Location

Ability to work from Seattle area and occasionally in Cle Elum

Salary

Salary will be commensurate with background and experience; Chimpanzee Sanctuary Northwest offers an excellent benefits package that includes medical, dental, vision, and generous vacation time.

To Apply

Please forward your resume and cover letter with salary requirements in MS Word format to Jennifer@chimpsanctuarynw.org
Applicants will be considered until position is filled.