

## EMPLOYMENT OPPORTUNITY

### Donor Development Manager

Do you want to help change our community to end homelessness? Are you passionate about changing the community to reduce bias against people experiencing poverty? Do you bring a racial justice lens and a community-centered focus to working with donors and foundations? Have we got the team for you! Community Action of Skagit County is looking for a locally connected Development Manager with strong organizational and communication skills to work with the team leading our agency's full community engagement strategy.

The Donor Development Manager participates with agency management and Board representatives in developing a comprehensive fund development plan, executing it through all fundraising and donor cultivation activities. Works closely with board and staff to identify and cultivate potential grantors and donors to Community Action mission and programs. Engages both board and staff in stewardship and fundraising best practices in an effort to build a broad, stable funding base for the agency's work.

#### **JOB DUTIES and RESPONSIBILITIES INCLUDE:**

1. Develop and oversee donor cultivation and stewardship strategic plan; coordinate comprehensive campaign.
2. Oversee cultivation of new funding opportunities (e.g., grants, endowments, individual donors, corporate sponsorships, service clubs, churches, and other businesses).
3. Manage all aspects of development activities (e.g., annual fundraiser, fun run, community networking events, third party fundraisers, and church and civic group presentations).
4. Maintain relationship portfolio.
5. Manage all agency donation requests, in-kind and financial.
6. In collaboration with Community Engagement, oversee design and distribution of printed materials (agency branding/messaging, bi-annual newsletters, appeal letters, donor correspondence).
7. Oversee donor database maintenance
8. Report YTD donor activity to Board and development committees.
9. Supervise staff, donor development volunteers and donor development committees.
10. Participate in agency meetings and trainings; attend or facilitate various strategic meetings in the community.
11. Other related duties as assigned by management.

#### **QUALIFICATIONS INCLUDE:**

##### **Education & Experience**

- Bachelor Degree, in Social Sciences, Fund Development, Non-Profit Management, or related field.
- 3-5 years' experience in grant writing, public relations, marketing and fundraising experience, with a proven fund development record.
- Experience working with Skagit County community members preferred.

(Or a combination of education and experience providing the knowledge, skills, and abilities to successfully perform the work)

##### **License(s) & Certification(s)**

- Must have valid driver license and auto liability insurance if personal vehicle is used for work-related travel.

#### **Skills and Abilities**

- Ability to maintain confidentiality of sensitive information
- Excellent organizational skills, with good follow-through.
- Ability to supervise, delegate, and oversee vendors, contractors, volunteers, and staff.
- Ability to be an effective and positive ambassador for the agency
- Knowledge of local community.
- Knowledge of local resources, community members, affiliates and donors.
- Able to be flexible, manage change, and multi-task, with solid decision-making.
- Proficient in Microsoft Office Suite applications, including Excel, Word, PowerPoint, Adobe Pro and Outlook. Familiarity with DonorPerfect, Qgiv, and Adobe Creative Suite helpful (e.g., InDesign, Photoshop, Illustrator).
- Must be computer savvy.
- Must have strong and effective communication skills (oral and written).
- Working knowledge of standard office procedures and technologies (phone, computer, printer, photocopier, scanner, fax machine) is needed.
- Demonstrated ability to work harmoniously with people from varied cultural, socioeconomic, educational and experiential backgrounds.
- People of color, LGBTQ people, and those from Indigenous communities are strongly encouraged to apply.

#### **COMPENSATION AND BENEFITS:**

\$4,390.17 - \$5,486.41 salary per month (DOE)

Benefits include:

- Medical & Dental Insurance including Rx and Vision
- Life Insurance and AD&D coverage
- SIMPLE IRA Retirement Plan (3% Employer Match)
- Employee Assistance Program
- Voluntary supplemental Cafeteria 125 Plan
- Paid Sick and Vacation Leave
- 12 Holidays per year (+2 Personal Holidays per Year)
- Health club discounts

*(Community Action reserves right to modify, amend, or terminate any benefit at any time for any reason.)*

**TO APPLY:** Qualified candidates are encouraged to apply by providing **ALL** items requested. Please submit the following: (1) Community Action Application (2) Resume (3) Letter of Interest.

Application Packets should be submitted to: **employment@communityactionskagit.org**

You can find all job announcements and apply online on our website at [www.communityactionskagit.org](http://www.communityactionskagit.org)

Community Action of Skagit County reserves the right to extend application deadlines and to modify the selection schedule without notice, to form eligibility lists for, or make appointments to, other positions with similar employment requirements. Community Action of Skagit County is an Equal Opportunity Employer. Should you require accommodation in the application process, please contact our HR Department.

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