

## **Development Manager**

**Title:** Development Manager

**Location:** Seattle, WA

**Work Schedule:** Full time, occasional evenings or weekends as needed

**Compensation:** Competitive DOE

**Benefits:** Eligible

**Open:** November 2018

**Closes:** When filled

Since 1999, Stewardship Partners has been creating people-based solutions for Puget Sound that engage all kinds of people to become caretakers of the land and water that surrounds and sustains us. We connect every part of the system from landowners to legislators to shopkeepers to nature lovers through a potent mix of empathy, optimism, intelligence, and action. Stewardship Partners innovates based on what engages people and makes a measurable impact. Our signature programs include; Snoqualmie Stewardship, 12,000 Rain Gardens, Salmon-Safe, Adopt-a-Buffer and City Habitats. We are small but mighty with a strong team that enjoys quarterly field days. More at [www.stewardshippartners.org](http://www.stewardshippartners.org).

### **Summary:**

Stewardship Partners is seeking a talented Development Manager with experience in fundraising, special events, sponsorship solicitation, and the ability to develop and nurture relationships with major donors, partners, and corporate sponsors. Responsibilities include: Oversee all aspects of fundraising plans pertaining to assigned special events. The position requires strong organizational, networking skills, the ability to work on various events simultaneously with a keen eye for detail. This is a unique opportunity to direct your energy and talents towards a well-established conservation organization with a reputation of improving the lives of people and the environment of the Puget Sound. The Development Manager is responsible for oversight of all individual donor development, events, and marketing for Stewardship Partners, set forth by Executive Director and Board of Directors.

At present, events include the Green Infrastructure Summit (Winter, 300 attendees), Feast on the Farm (Summer, 250 attendees) and a few small donor appreciation events.

### **Primary Duties and Responsibilities**

- Develop and Implement an Annual Fundraising Plan including: Annual Fund for base of sustainable individual donors –see below
- Develop and implement an annual fundraising plan with goals, strategies, timelines, and benchmarks to acquire, renew, upgrade, and retain donors as a base of sustainable individual donors.

- Program campaign goals and solicitation plans for individuals and corporations
- Design and implement a comprehensive stewardship plan to recognize individual and institutional donors
- Develop and maintain positive relationships with major donors
- Work with board members and ED on donor relations and fundraising
- Assist with event planning and execution. These include Feast on the Farm, Green Infrastructure Summit, House Parties, and special events related to fundraising.
- Manage and oversee annual fundraising events including planning and execution. Lead management of Feast on the Farm including sponsorship solicitation, auction procurement, ticketing, & other event logistics.
- Assist the Executive Director in donor relations and annual appeal
- Participate with the Board of Directors and other staff in developing a communications and events plan for the organization
- Represent the organization at community activities to enhance the organization's community profile
- Supervise social media outreach through content delivery via Twitter, Instagram, Facebook, email, or direct mail
- Oversee gift processing and acknowledgement with support from support staff.
- Other duties as assigned

### **Qualifications and Personal Characteristics**

The ideal candidate will:

- Demonstrate a willingness to be flexible and remain adaptable an ever-changing work environment while maintaining effectiveness and efficiency.
- Understand ethical behavior and business practices, and ensure that personal behavior and the behavior of others is consistent with these standards and aligns with the values of the organization.
- Establish and maintain positive working relationships with others, both internally and externally, to achieve the goals of the organization.
- Work cooperatively and effectively with others to set goals, resolve problems, and make decisions that enhance organizational effectiveness.
- Assess situations to determine the importance, urgency and risks, and make clear decisions which are timely and in the best interests of the Staff, the volunteers, and the Board.

- Independently set priorities, develop a work schedule, and monitor progress towards goals, and track details, data, information and activities, often times while multitasking multiple projects at once.
- Be data driven and highly organized

### **Education and Experience**

- Bachelor's degree or greater; relevant work experience will be considered
- 3 or more years of work experience in a professional development/events/marketing

### **Knowledge, Skills, and abilities**

- Ability and knowledge to coordinate fundraising and conference type events
- Skilled on fundraising practices
- Knowledge of effective marketing skills and strategies
- Ability to manage and effectively use multiple marketing platforms such as Mail Chimp, all social media, and website management
- Strong understanding of donor management software systems (Salesforce NPSP), event platforms, and MS Office Suite (including word, excel, etc.)

### **Working Conditions**

The Development Manager will work in both an office environment and throughout the Puget Sound. We have a good office culture and team spirit with social activities and annual staff retreat.

A standard workweek will be maintained but evening, weekend, and overtime hours may be needed to accommodate representing the organization at public events.

### **Submitting an Application**

Interested applicants should send a copy of their resume, cover letter as well as an example of events coordinated and relevant work done in the last five years.

Email application to: [info@stewardshippartners.org](mailto:info@stewardshippartners.org) with "SP Development Manager\_[YOUR LAST NAME]" in the subject line.

Mail application to: Stewardship Partners  
815 Western Ave, Suite 420  
Seattle, WA 98104