



**Job Title:** Development Manager  
**Employee Summary:** Full-time, exempt, regular position  
**Reports to:** Development Director

### **About the Organization**

Seattle Audubon leads a local community in appreciating, understanding, and protecting birds and their natural habitats. Seattle Audubon is Washington State's oldest environmental organization and celebrated its 100th anniversary in 2016. We maintain a current staff of 12 and reach a local membership of approximately 2,900 households. Our current strategic plan, *Seattle Audubon 20/20: Sharpening our Focus*, has articulated growth in all program areas—environmental education, volunteer-powered community science, urban habitat conservation, and coalition building. The plan was developed with an organization-wide lens of equity, inclusion, and broad engagement. People of color, women, LGBTQ, and other applicants from historically underrepresented groups are encouraged to apply.

### **Position Summary**

Seattle Audubon is seeking an intrepid and enthusiastic Development Manager to increase our fundraising capacity as we scale up to meet increasing demand for our programs. The Development Manager will implement a strategic annual fundraising plan, in coordination with the Development Director, Member Services Assistant, and the Development Committee, securing the resources necessary to support Seattle Audubon's general operating needs. The initial fundraising goal for this position is \$200,000 annually, with the expectation of increasing efficiency with longer tenure. Success in the role will require a highly energetic individual, eager to hit the ground running. This position is based at Seattle Audubon's offices in Northeast Seattle, in a highly collaborative environment.

### **Duties and Responsibilities**

Manage Seattle Audubon's fundraising strategy and budget for members and mid-level donors. Specific activities include, but are not limited to:

*Annual Fund.* Create and implement annual giving plan and activities through a range of donor engagement strategies, including:

*Direct Mail.* Manage annual membership renewals, appeals, and gift acknowledgements with the development of compelling direct mail communications.

Monthly Giving. Encourage increased participation in Seattle Audubon's monthly-giving program, the "Frequent Flyers," to ensure a steady stream of membership revenue throughout the year.

Events. Bear lead responsibility for driving participation in annual Bird-a-thon, a peer-to-peer fundraiser, and the regional online, community giving-day, GiveBIG. Provide additional support to the Development Director and Community Engagement Manager for other donor, member, and community events.

Corporate Giving. Build a mid-level corporate engagement strategy including:

Business Memberships. Design and launch Seattle Audubon's new business-membership program, to drive mission investment from the local business community.

Workplace Giving. Coordinate Seattle Audubon's participation in workplace giving fairs and programs. Assist donors and volunteers with ensuring that their gifts and volunteer time are matched by their employers, when such programs exist.

Communications support. Support the Development Director in the execution of various organization-wide communications activities, including:

eNewsletter. Gather and edit stories and event announcements for circulation in Seattle Audubon's monthly MailChimp e-Newsletter.

Social media. Build and manage Seattle Audubon's online communities including Facebook, Instagram, Twitter, and LinkedIn to support engagement with a diverse audience.

#### Administration

Support a range of fundraising administrative responsibilities, including:

- assist the Development Director with the administration activities related to Development Committee of the board;
- support the Development Director with the coordination of cultivation, stewardship, and other fundraising events
- supervise the Member Services Assistant, who implements gift processing, addresses member inquiries, supports events, and manages our Salesforce database

- maintaining and updating content of the development page(s) on Seattle Audubon's website as well as prepare periodic articles for Seattle Audubon's newsletter; and
- other duties as assigned

### **Required Qualifications and Skills**

1. Minimum three years non-profit fundraising experience, or equivalent skills and expertise.
2. Commitment to environmental protection and the mission of Seattle Audubon.
3. Proven experience in direct-mail fundraising or marketing.
4. Excellent written communications skills, with specific experience in fundraising appeals.
5. Ability to plan 12-18 months in advance as well as work collaboratively to implement organization-wide fundraising plans.
6. Excellent organizational skills with strong attention to detail.
7. Experience with donor databases (familiarity with Salesforce highly desirable).
8. Ability to work in a highly collaborative environment, including with board members, volunteers, and staff.
9. The position requires occasional evening and weekend work.

The ideal candidate will have non-profit experience and proven fundraising success, and will bring creative thinking and strategic planning skills to build a strong, diverse fundraising base. We are looking for candidates with the capacity and desire to grow Seattle Audubon's development program for the benefit of birds and nature. The expected salary range for this position is between \$46,000 - \$50,000 per year, commensurate with experience. Competitive salary, sick and vacation time, and full benefits (health, dental, vision, retirement) are included. Position open until filled with a target start date of early July. Applications will be reviewed on a rolling basis.

### **Equal Employment Opportunity Employer**

It is the policy of Seattle Audubon to administer advertising, selection, employment, compensation, promotion, training, layoff, recall, and benefits at all levels without regard to race, gender, gender identity, color, creed, national origin, age, political affiliation, marital status, sexual orientation, physical, mental or sensory disability, protected veteran status, or any other basis prohibited by law. Seattle Audubon strictly prohibits any sexual, racial or other forms of discrimination prohibited by law.

### **How to apply**

Qualified applicants should submit a cover letter and resume as one (1) combined electronic PDF file to [jobs@seattleaudubon.org](mailto:jobs@seattleaudubon.org). Priority will be given to those applications received before 8AM PST on June 4, 2019. No phone calls please.