



Development Manager Job Announcement

Mission Statement: We work throughout Washington State to support land-use policies that encourage healthy, equitable and opportunity-rich communities, and protect our valuable farmlands, forests and water resources.

About Futurewise

Futurewise is the only statewide environmental non-profit in Washington dedicated to ensuring that state and local governments manage population growth responsibly. Founded in 1990, Futurewise (formerly 1000 Friends of Washington) has established an impressive track record in growth management issues as the state's primary advocate for smart growth policies.

The goal of Futurewise is to protect the future of Washington for all of its citizens by ensuring that growth happens in a way that is beneficial to everyone. Futurewise is working on several ambitious efforts to ensure that Washington and its communities are making sound decisions to address growth and development in a proactive, equitable manner.

Position Summary: Futurewise is in the process of re-organizing their development team, which is responsible for stewarding and managing individual and corporate donors, foundation grants, and special events. The Development Manager position will play a critical and central role in the team model moving forward – executing the leadership direction set by the Executive Director and Development Director, performing a range of development tasks, and coordinating and managing contracts for graphic design, communications and other services as needed.

Job Functions

Fund Development / Donor Stewardship / Knowledge Management (50%)

- Provide superior customer service and stewardship to donors, with personal touches wherever possible;
- Manage the mailing of fundraising appeals including drafting, managing timelines and print schedules and the bulk mail process;
- Prepare materials and special outreach for Board of Directors, as needed;
- Research and develop partnership opportunities, including in-kind support;
- Assist in scheduling and preparing site visits for current and prospective funders;
- Provide donor prospecting and research support;
- Manage donor database and communications (Salsa CRM, Salsa Engage) including gift entry, reporting, acknowledgement and pledge reminders;
- Ensure accurate and timely database reports including lists and appeal performance;
- Take primary responsibility for database troubleshooting and maintenance;

- Provide donor lists, in-kind and volunteers for collateral materials including annual report; and,
- Ensure the accuracy of all collateral materials including info kits.

Events (40%): Provide high-level event design and management for events at various locations around the state, including but not limited to:

- Annual fundraising events, house parties, program events and other marketing/communications related community events;
- Conduct table captain and sponsorship recruitment, stewardship, updates;
- Manage event database and event registration;
- Update sponsorship materials, track sponsor logos;
- Coordinate printed materials including invites, RSVPs, programs, signage, and set up;
- Support committees and volunteers for special events or other development activities; and
- Provide day of and on-site logistics including event registration and troubleshooting.

Communications (10%)

While this function will be primarily handled by other staff positions, the Devo Manager will support:

- Production of E-newsletters;
- Creation of advocacy emails to statewide email lists as needed;
- Content development and updates for website and social media;
- Development of collateral or promotional materials; and,
- Management of contract services for graphic and other communications services.

Qualifications: This is a small development department in a small and nimble organization, and it is critical that the new manager be willing to jump in, learn quickly and go the extra mile. The ideal candidate must have personal warmth and a deep interest in donor hospitality and stewardship, and the ability to maintain confidentiality and to develop relationships with care and diplomacy. Since development tasks are highly integrated, this person must be both versatile and flexible, able to work well under pressure and maintain attention to detail. The following qualifications are desired:

- Solid knowledge of basic fundraising techniques and strategies;
- Excellent oral and written communication skills;
- Track record of handling confidential information about donors, staff, clients and volunteers;
- Donor database management and reporting skills;
- The ability to push and lift materials weighing up to fifty pounds; and,
- Flexibility to work some evenings and weekends when required.

Project Location, Salary and Benefits: This position is based in Seattle, WA, although travel within the state is anticipated several times per year. Salary is anticipated to be between \$40-50K, commensurate with experience. Benefits include paid medical, dental and vision for the employee, paid leave, simple IRA, and paid regional transit pass.

How to Apply: Position is open until filled; first consideration will be given to applications received by March 16, 2018. Applicants should send a cover letter & resume in PDF format by email to: jobs@futurewise.org Three references may be included with application and/or at the time candidates are chosen for review. Please make the subject of your email “(Last Name) – FW Development Manager” and address cover letter to Hiring Manager. Please label any submitted materials (cover letter, resume, and references) with your last name. **NO PHONE CALLS PLEASE.**

Futurewise is an Equal Opportunity Employer that values diversity in all areas of its operations. We are committed to equal opportunity in employment and promotion for all qualified persons without regard to race, color, age, religion, sex, marital status, sexual orientation, gender identity, national origin, citizenship, military or veteran status, the presence of any sensory, mental or physical disability, pregnancy and childbirth, family responsibilities, or any other basis protected by applicable laws, regulations, or guidelines relating to discrimination in employment.