



Washington  
**Wildlife &  
Recreation**  
COALITION

**TITLE**

Philanthropy Manager

**SALARY**

\$50,000-60,000 DOE + Full benefits package

**ABOUT THE COALITION**

The Washington Wildlife and Recreation Coalition is Washington's chief advocate for local conservation and recreation projects across the state. For nearly 30 years, it has been the steadfast champion for the Washington Wildlife and Recreation Program (WWRP), the state's largest public funding source for local parks, hiking trails, wildlife areas, working farms and more.

The WWRP is a state grant program that provides funds for local and state agencies to execute outdoor recreation and conservation projects—everything from a local park or ball field to huge tracts of wildlife habitat, from fishing piers to working farms. The grant program is managed by a state agency, but the Coalition conducts education and advocacy efforts in support of this critical program that has made the state the outdoor recreation destination that it is today.

Seattle-area projects funded by WWRP include Discovery Park, Bellevue's Inspiration Playground, the South Lake Union Waterfront, Tiger Mountain, Mount Si, and Mailbox Peak—among MANY others. But this program is not limited to Seattle or King County. Indeed, residents from every corner of our state have felt the direct impact of the Coalition's efforts to educate and advocate for the grant program.

We bring together individuals and organizations from all across the state with diverse interests. It's not often hunters and hikers, farmers and soccer moms, bicyclists and mountaineers all agree on something, but this is the exception. They all agree that WWRP is a critical program to preserving what we all love: the great outdoors. Together, we secure funding and spread awareness about the program. Because of this work, new parks are created, wildlife habitat is preserved, working farms and forests are protected, and much more.

**JOB DESCRIPTION**

Under the leadership of a new Executive Director, the Coalition is in an exciting period of renewal, building on a strong record of accomplishment. We seek an enthusiastic and entrepreneurial candidate with a passion for our mission and knowledge of the Washington philanthropic community to help lead our fundraising efforts into the future.

The Philanthropy Manager (PM) will partner with the Executive Director on establishing strategy and executing the Coalition's fundraising efforts. The PM will report to the Executive Director, and work directly with the Board of Directors and Coalition staff to create a strong base of financial support through major gifts, corporate support, events, and grants. This position will work closely with our whole team, especially our Philanthropy & Operations Assistant.

## **PRIMARY RESPONSIBILITIES**

- Work with the ED to create and implementing a multi-year development strategy and plan that maximizes financial support from individuals, corporations, and foundations.
- Work with the ED to develop a major donor moves-management/stewardship plan, engaging board members where needed.
- Manage a personal portfolio of donor, both individuals and corporations, to strategically sustain and increase their support and assisting the Executive Director and board members to do the same.
- Assist the Board's Philanthropy Committee in development efforts with the Coalition's board of directors.
- Partner with the Philanthropy Assistant in planning for and execution of an annual breakfast (500+ guests) and other cultivation events throughout the year.
- Lead sponsorship efforts for Annual Breakfast and Annual Legislative Reception.
- Execute all aspects of grant management from prospect identification through reporting
- Plan and execute fund appeals through multi-media approaches, including GiveBig, direct mail, email, social media, etc.
- Manage all aspects of donor communications, including story development and collateral design (either direct or overseeing other staff/consultants).
- Partner with the Philanthropy Assistant in effective database management (Salesforce), including identifying opportunities for improvement and ensure adherence to best practices.

## **QUALIFICATIONS**

The ideal candidate will have many, if not all, of these qualifications:

- Demonstrated passion for outdoor recreation and conservation; prior professional experience in the sector is a plus.
- Proven track record in fundraising, ideally including grants, major gifts, annual appeals, and events.
- Working knowledge of Washington's philanthropic community and its funding priorities.
- Experience working with nonprofit boards and building relationships with donors.
- Inspirational communication and interpersonal skills with exceptional writing and editing ability, able to make complex concepts digestible for a broad audience
- Understanding of modern philanthropic communications strategies, including storytelling, social media engagement, etc.
- Resourcefulness in setting priorities, multi-tasking, and improving processes.
- Comfort working with people of diverse backgrounds and political perspectives.
- Proficient (or better) with Microsoft Office applications; including Word, Excel, and Outlook.
- Experience using a database to track and report on donors and campaigns (Salesforce experience preferred).
- Marketing and design experience a bonus.
- Commitment to diversity, equity and inclusion is critical.

## **ORGANIZATIONAL CULTURE & OFFICE ENVIRONMENT**

Our staff is a small, tight-knit team that is driven by a shared passion for Washington's outdoors. We strive to be adaptive, fun, and collaborative. We are always willing to pitch in on projects outside our own portfolios, to "roll up our sleeves" to get stuff done – whether it's a big event or sealing appeal

envelopes.

We value an environment where every voice counts and staff members are empowered to be open and to share their opinions. Health and wellness, including a healthy work-life balance are encouraged.

### **DIVERSITY EQUITY & INCLUSION**

The Coalition is committed to advancing equity through our work and to becoming a more inclusive organization. People of color and others with underrepresented identities (including but not limited to: gender identity, class, socioeconomic status, sexual orientation, age, ability, and background) are strongly encouraged to apply.

The Coalition is proud to be an Equal Opportunity Employer and does not discriminate on the basis of race, color, creed, religion, sex, gender, gender identity or expression, sexual orientation, national origin, political ideology, age, veteran status, the presence of any sensory, mental or physical disability, or any other characteristic prohibited by law.

All candidates must be eligible to work for any US employer.

### **IMPORTANT FOOTNOTES**

This position will work out of our office in downtown Seattle with occasional travel throughout the state to meet with donors and/or for events.

This is a regular, benefited, full-time, exempt position working Monday through Friday. Weekend and evening work will be required, as necessary, but will not be the norm. Some flexible scheduling accommodations may be negotiated.

The majority of the time will be spent in the office, working on the computer and/or phone, or meeting externally with donors. Occasional field trips to project sites, including working farms, hiking trails, and local parks may occur. During the course of their regular work, the employee may need to reach with hands or arms; balance; stoop/bend; talk and hear; may lift up to approximately 30lbs. Reasonable accommodations may be made to enable individuals with disabilities to perform these essential functions.

### **TO APPLY**

No Calls Please!

Email a resume and a brief cover letter detailing how your experience and qualifications relate to those outlined in this description to [Admin@WildlifeRecreation.org](mailto:Admin@WildlifeRecreation.org). Reference the job title "Philanthropy Manager" in the subject line. Applications submitted without cover letter will not be reviewed.

The position is open until filled, with priority given to applications received by April 15, 2019. Applications will be reviewed on a rolling basis following that date.