



JOB TITLE

Philanthropy Manager

ABOUT THE COALITION

The Washington Wildlife and Recreation Coalition's is dedicated to creating a greener, healthier, more equitable, and better Washington for all through community outreach, network building, and advocacy for conservation and outdoor recreation funding.

ALL communities deserve to have safe and accessible outdoor recreation and conservation opportunities. But such projects need reliable and robust funding. That is why, for over 30 years, we have been the steadfast champion for the Washington Wildlife and Recreation Program (WWRP), a state-funded grant program for local parks, hiking trails, wildlife areas, working farms and more.

The Coalition is made up of a varied, bipartisan collection of businesses, nonprofit organizations, and individuals who all agree on the importance of the outdoors and environment (and especially the WWRP) for the future of our state. However, we receive none of the state funding we advocate for. So, we are looking for a new Philanthropy Manager, who will help ensure we have enough funding to pursue our policy priorities.

The Coalition board and staff have made a commitment to improving Justice, Equity, Diversity, and Inclusion (JEDI) in all areas of the Coalition's work—from staffing and board composition to advancing JEDI through our work. Not only are diverse candidates encouraged to apply, but we look forward to the Philanthropy Manager helping identify ways our work can be changed to advance equity and inclusion in the outdoors and environmental sectors.

JOB DESCRIPTION

The Philanthropy Manager will partner with the Executive Director on establishing strategy and executing the Coalition's fundraising efforts. They will work in partnership with the Executive Director and the Board of Directors to create a strong base of financial support through major gifts, corporate support, events, and grants. Of course, the below is not an exhaustive list and there are always additional duties, as assigned.

NOTE: The Coalition staff has decided to prioritize an increasingly collaborative work environment, which we are still developing. The below are the traditional duties of this position, but the incumbent should expect to work closely with the whole team to achieve them.

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 donors 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.

- Lead planning and execution of an annual fundraising event (200-500 guests) and other cultivation events throughout the year.
- Manage all aspects of foundation grants 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 in collaboration with other staff/consultants).
- Coordinate effective database (Salesforce) management across the organization, including identifying opportunities for improvement and ensure adherence to best practices.

QUALIFICATIONS

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

- A commitment to social justice, equity, diversity, and inclusion and a passion for integrating that into our work.
- Interest in the environment and outdoors, whether in urban or remote settings.
- At least 3 years of experience in a related field (relevant academic experience may substitute)
- Experience in fundraising, including grants, major gifts, sponsorships, annual appeals, and/or events.
- Excellent written and interpersonal communication skills, including the ability to explain complex information clearly and concisely.
- Understanding of fundraising communications strategies, including storytelling, social media engagement, etc.
- Experience working with nonprofit boards and building relationships with donors.
- Experience using a database to track and report on donors and campaigns (Salesforce experience preferred).
- Marketing and design experience helpful, but not required.

COMPENSATION & BENEFITS

\$55,000-60,000 DOE. Generous benefit package including medical, dental, vision, and retirement benefits. Employees receive liberal vacation and sick leave and have the opportunity to designate their own culturally or personally relevant holidays. Additionally, the office is closed every other Friday during the summer to encourage staff to enjoy the wonders of Washington's great outdoors that we're working for throughout the year.

This is a regular, benefited, full-time position working Monday through Friday. Weekend and evening work will be required, as necessary, but will not be the norm. Those with flexible scheduling needs are encouraged to apply.

This position would normally work out of our office in downtown Seattle with occasional travel throughout the state for meetings and events. However, our staff is currently all working remotely due to COVID19 and will continue to do so until the state fully reopens. Accommodations can be made to help with establishing a home office, including a laptop, as needed.

The team has discussed options for continued remote work post-COVID (pending discussions with our landlord). Regardless of the outcome of that, the candidate can anticipate remote work flexibility.

However, due to the nature of the position, the employee will need to be able to easily travel to the Seattle area for meetings regularly (likely at least 1-2 times a week, possibly more).

The majority of the time will be spent working on the computer and/or phone, and working collaboratively with team members. Occasional field trips to project sites, including working farms, hiking trails, and local parks may occur. Reasonable accommodations will be provided, as needed, in order to welcome individuals with disabilities to our team.

TO APPLY

No Calls Please (seriously... no one is even in our office to answer phones right now!) Any questions should be directed to admin@wildliferecreation.org.

Submit a resume and a brief (approx. 1-page) cover letter detailing how your experience and qualifications relate to those outlined in this description to admin@wildliferecreation.org. **Applications submitted without cover letter will not be reviewed.**

The position is open until filled. However, applications will be reviewed and interviews scheduled on a rolling basis, beginning immediately, so applicants are encouraged to apply early.

IMPORTANT FOOTNOTES

JUSTICE, EQUITY, DIVERSITY, & INCLUSION (JEDI)

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. Our board is mostly white. We have a long way to go in regards to DEI, but our board and staff have prioritized these efforts and to making the Coalition a welcoming workplace for people of all identities. We are actively learning and welcome the opportunity to improve our efforts each and every day.

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.

ORGANIZATION 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.

We have chosen to transition to a more collaborative method of work to break down silos between our work areas and engage the full team in projects. This transition is still underway, so we don't yet know what it will look like when done, but the new team member should expect to share responsibilities, provide input on ideas and work, and to assist in decision making outside their immediate job description.

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 actively encouraged.

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