



JOB ANNOUNCEMENT: DEVELOPMENT MANAGER

Employment Status: Regular full-time, exempt, 40 hrs/week, salaried pay with benefits

Compensation & Benefits: \$52,000 - 55,000 per year. This position includes 100% employer-paid health, dental, and vision benefits, vacation, holiday and sick pay, including a paid holiday week between Christmas Day and New Year's Day.

Work Locations: Oakland headquarters. Very occasional travel to satellite offices in San Francisco and Milpitas. Some potential travel around the Bay Area to meet with funders/partners as well as attend meetings and conferences.

Weekly Work Schedule: Regular Monday through Friday with some nights and weekends. The work schedule is subject to change at the discretion of the Executive Director - Development.

Ideal Start Date: July 15th, 2020. Ideally, the Development Manager will start part-time (20 hours a week) for training and orientation conducted by the current Development Manager, and transition to a full-time position August 1, 2020.

How to Apply: Please send a resume, cover letter, and three references to jobs@bawt.org. In your cover letter, please include:

- Your interest in BAWT.
- How does that interest intersect with DEIEJ (Diversity, Equity, Inclusion, and Environmental Justice)?
- Which BAWT core value(s) do you most identify with? (1) Community Empowerment, (2) Social Justice, (3) Environmental Stewardship.

Application Deadline: Preferred by June 26th, 2020.

Key Responsibilities

- **Relationship Management & Stewardship**
 - Create and manage a portfolio of annual donors who give up to \$500 annually with the goal of deepening engagement, renewing annual gifts, diversifying the community of donors, and increasing affinity and giving.
 - Take the lead on online Spring Campaign. Develop the strategy, preparation and execution to increase donor retention and acquisition. Ability to execute as lead on the EOY Campaign once completed an online Spring Campaign.
- **Fundraising Events**
 - Generate, manage and support small-scale fundraising events by working with the Executive Director - Development to leverage relationships with current

individual donors including board members, to significantly increase the number of individuals supporting the organization.

- Develop committees for all fundraising events. Manage, coach, and empower committee members to share ownership of key planning and execution components
 - Onsite management of all event-day activities
 - Manage small-scale fundraising event budgets by tracking all income and expenses
 - Build an annual calendar of events and lead all event preparation through post-event follow-up.
 - Work closely with the Community Engagement Coordinator to develop marketing and outreach tactics to make the public aware of small-scale fundraising/development-led events
 - Identify, build, and manage relationships with various groups, including corporate employee groups, civic groups, churches, colleges and universities, etc. for the purpose of growing BAWT volunteer participation. Include Community Engagement Coordinator on these projects.
- **Strategic Planning & Analysis**
 - Help build the annual fundraising plan and both lead and support strategy implementation. Provide analysis and reports to site on progress toward goals with use of fundraising management tools.
 - Generate new ideas, individually and as part of a team, to increase revenue and donor loyalty.
 - **Development Operations**
 - Supervise the ongoing donor stewardship program including acknowledgement of donations from individuals, including monetary and in-kind.
 - Prepare routine reports for BAWT Board and Leadership.
 - Manage database and support Admin. Assistant to ensure accurate maintenance of records, prospects, and donor information.
 - Assists in planning and ensuring stewardship activities and acknowledgements of gifts are completed; thank you notes, birthday and holiday cards, and other touchpoints.
 - Supervise Admin. Assistant
 - **Grants Management**
 - Work with Executive Director - Development to prepare grants, proposals, and other requests to solicit financial support along with budget relieving in-kind donations.
 - **Marketing & Communications**



- Manage and lead the creation, preparation and distribution of monthly local newsletters with support from Community Engagement Coordinator.
- Generate new ideas for events, media strategies, outreach, and communication with current and potential donors in order to creatively tell the BAWT story. Work closely with the Community Engagement Coordinator on this.
- Serve as BAWT Canva super-user.

Qualifications, Desirable & Preferred Skills, Qualities, and Experiences

- Bachelor's degree or equivalent work experience;
- Previous experience with CRM database, preferably Salsa CRM;
- A strong track record as an implementer who thrives on managing multiple projects and deadlines concurrently;
- Experience in creating processes and tools for effective donor prospecting, research and solicitation that leads to new donor acquisition and increased gifts and a strong focus on moving donors up the pipeline;
- History of using data analysis and reporting to inform decisions as they relate to donor communications, improve annual fund and donor stewardship program;
- Relationship management experience, demonstrating the ability to work one-on-one with new and existing donors through site visits, donor stewardship calls and in person meetings;
- Prefer previous experience developing and organizing fundraising events;
- Institutional grant writing experience preferred.
- Excellent written and verbal communication skills and strong interpersonal skills;
- Highly organized and detail-oriented;
- High energy, enthusiastic, strong commitment to public service and justice, diversity, inclusion, and equity;
- Relationship builder with the flexibility and sensitivity to balance the perspectives of others;
- Strategic thinker and problem-solver, able to work independently, and innovatively;
- Enjoys creating and implementing new initiatives;
- Self-starter with the ability to prioritize multiple projects and deadlines simultaneously;
- Sincere commitment to work collaboratively with all constituent groups, including staff, board, volunteers, donors, program participants and other supporters;
- Desire to work in a growing nonprofit organization, ability to adapt, creativity, and commitment to excellence highly valued;
- Attention to detail, including proofreading and project follow-through.
- Proficient in Microsoft Office and Google Suite
- Experience using Canva or aptitude to learn



Bay Area Wilderness Training (BAWT) is a project of the Earth Island Institute. Our mission is to create equitable access to outdoor experiences for youth of color and low income youth. BAWT envisions a world where all youth have access to the wilderness. We believe that youth, once exposed to the wilderness, have a broadened sense of themselves, one another, and the world around them and are better prepared to lead social and environmental change. Our three organization values include: social justice, environmental stewardship, and community empowerment.

BAWT plays a key role in providing access to the outdoors for over 10,000 youth each year. Over 85% of youth gaining access to the outdoors through BAWT supported trips are youth of color and 74% are low-income. BAWT seeks to build a strong and talented team with the skills and experience to serve the diverse needs of our clients and communities. BAWT is an equal opportunity employer and women, people of color, people of low-income backgrounds, and members of the LGBTQ community are encouraged to apply. All applicants will be evaluated based on their unique skills and attributes.