



Development Officer

Cowiche Canyon Conservancy (CCC) is hiring a new Development Officer to advance our mission to protect shrub-steppe habitat and connect people to the landscape.

The Development Officer will work collaboratively with the Executive Director, Fundraising Committee, and Board of Directors to raise funds to provide support for the conservation, recreation and education programs of CCC. The position will focus on donor relations, the annual fundraiser, the annual membership drive and special campaigns. This position requires the ability to interact with staff, board members, community members and donors, sometimes under pressure and in a fast-paced environment, while remaining flexible, calm, and efficient. Attention to detail and strong written and verbal communication and presentation skills are essential to this position.

Essential Duties and Responsibilities

- Work with Executive Director, Board of Directors, and Fundraising Committee to implement strategies to achieve fundraising goals, including emphasis on deepening relationships with donors and developing strategic partnerships.
- Coordinate annual membership appeal, year-round efforts to retain members, and promote monthly giving program.
- Prepare solicitations (print and digital appeal letters) and acknowledgements.
- Collaborate with staff to maintain our donor database and records of contributors.
- Generate fundraising reports utilizing donor database and improve tracking to evaluate fundraising efforts.
- Work with Fundraising Committee to plan annual fundraising event, Cowiche Canyon Rocks, solicit sponsorships, procure auction items, publicize event, manage registrations, and staff event.
- In partnership with Executive Director and Fundraising Committee, develop and implement special campaigns (including Endowment, capital, and planned giving)
- Identify donors and prospects with additional interest and capacity and work in close collaboration with Executive Director, Fundraising Committee, and board to cultivate and steward donors.
- Work with the Executive Director to personally solicit gifts through one-on-one visits and written proposals, including partnering with board members, community members, or staff as appropriate.
- Actively manage and document relationships, actions, and notes to assure accurate, timely, and consistent engagement and communications.
- Must maintain a high level of confidentiality with all interactions.
- Ability to engage diplomatically, compellingly, and effectively.

Desired Qualifications

- Passion for the mission of Cowiche Canyon Conservancy and the art of authentic, relationship-based fundraising.
- A combination of five years + of education in a related field (communication, marketing or business) and fundraising, donor development, public relations or marketing experience.
- Demonstrated skills in effectively planning, organizing, and implementing fundraising programs and engaging with donors and potential donors.
- Experience with organizations that fundraise over \$250,000 annually.
- Demonstrated skills in event planning, project management and logistics coordination.
- Proficiency with computer operations in a Windows environment and Microsoft Word,

- and experience with managing fundraising database software (preferably DonorPerfect).
- Ability and willingness to occasionally work non-standard hours, including evenings and weekends.
 - Valid driver's license, and willingness to use a personal vehicle (mileage reimbursed at federal rate) for local site visits.
 - Experience in independently managing multiple tasks and deadlines.

Working Conditions

The working environment of the Development Officer is primarily in a professional office setting, however may also include working remotely, at off-site events, and at networking opportunities. A business laptop will be provided. The Development Officer is expected to travel to off-site locations in order to attend meetings and for donor engagement. Office duties are often sedentary and require the ability to use a keyboard, complete written documents, operate general office equipment, and be able to lift 15-20 lbs. Sitting or standing for long periods may be required.

This is an hourly, non-exempt, part-time regular position. The position requires flexibility in working hours, as the schedule will include some weekend and/or evening hours.

Compensation

Hourly range \$25 - \$30/hour and commensurate with experience. Position is part-time, 20 – 30 hours per week.

Benefits include paid holidays, vacation, sick leave, retirement and health insurance.

How to Apply

Qualified candidates may email their resume and a cover letter to celisa@cowichecanyon.org

Please include the words "Development Officer" in the subject line.

Position open until filled, initial candidate review will begin on February 15.