Donor Engagement Manager for National Parks

Start date: On or before June 15, 2022
Reports to: CEO
Hours: 40 hours/week with occasional weekends/evenings

OVERVIEW
Washington’s National Park Fund is seeking a hard-working, ethical person to join our team as we raise charitable gifts for Mount Rainier, North Cascades and Olympic National Parks. The Donor Engagement Manager will be responsible for identifying, cultivating, and stewarding donors giving at the $250 to $10,000 level, as well as cultivating recurring donors, corporate donors, and donors who engage in planned giving. This person will work within a small office environment and be a key player in the day-to-day functions of this growing nonprofit organization.

TEAMING UP WITH THE BOARD AND STAFF
- Works closely with the CEO and Director of Philanthropy to set strategy, then execute cultivation and solicitation of major donors
- Serves as lead staff liaison to the Donor Engagement Committee
- Supervises the Community Engagement Coordinator who manages community building and stewardship events including the annual Auction for the Parks, Fireside Circles, fundraising climbs and the “Return to Paradise”
- Participates in the Major Gifts Committee, providing support on prospective major gift donors moving up the pipeline

BUILDING RELATIONS WITH THE FUND’S MANY DONORS
- Solicits the participation and engagement of donors and prospects at events
- Stewards donors who are actively engaged in the Over-the-Top Society, Parks for all Seasons, and Parks Everlasting Society
- Provides personal outreach to new donors to build an ongoing relationship
- Serves as Relationship Manager for a portfolio of approximately 60 individuals which includes many of donors in the above-mentioned donor groups
- Manages the Fund’s gift acknowledgements and $250 – $10,000 donor cultivation program
- Supports CEO in tracking gift acknowledgements from the park Superintendents to $5,000 plus donors
- Cultivates relationships with donors by presenting that “just right” personal touch
- Writes customized major donor proposals and sends them to prospects
- Manages donor relations for events in consort with the Community Engagement Coordinator
- Coordinates and/or assists with Donor Hikes and In-Park Visits with donors

OTHER DUTIES
- Assists the Marketing Manager with communication efforts including content creation and list management of segmented mailings and emailed newsletter
• Supports database team in ongoing database entry and maintenance, including updates on actions with donors from Board and staff, updated donor demographic and contact information, new information on donor interests and history, etc.
• Produces detailed Call Reports after visits with influential donors; provides them to CEO and Director of Philanthropy and then ensures they are made available for historical record keeping by maintaining into Raiser’s Edge
• Compiles content for the Fund’s annual plan including budget estimates
• Assists with grants and reports on an as-needed basis
• Liaisons with the parks to present at volunteer & employee trainings
• Represents WNPF at community events

DESIRED BACKGROUND, SKILLS AND ABILITIES
• Bachelor’s degree in a related field is highly desired
• 2-5 years’ experience in annual fund gifts, with a focus on increasing the number of donors, increasing the amount given, and retaining donors
• Experience increasing the number of donors giving at an Annual Fund leadership level (the equivalent to our Over-the-Top Society)
• Experiencing organizing and staffing events
• Experience with data entry, preferably Razor’s Edge, and ability to maintain accurate data
• Some knowledge/experience with planned giving is highly desirable
• Proficiency in Microsoft Office and Google suites required
• Experience with Blackbaud’s Raisers Edge and QuickBooks Desktop is desired
• Excellent verbal and written communications skills
• Ability to present information concisely and effectively, both verbally and in writing
• Ability to organize and prioritize work
• Knowledge of – and sincere affinity – for Mount Rainier, North Cascades, and Olympic National Parks is required
• Ability to work independently with little supervision
• Excellent interpersonal skills

Salary/Benefits
• Salary: $76,000 minimum
• Personal Time Off (PTO) will be offered (holidays, vacation, sick leave, personal combined)
• Health Insurance coverage: Washington’s National Park Fund is proud to offer 100% paid monthly premiums for employees
• Transportation: Washington’s National Park Fund will cover the cost of your bus pass
• Opportunity to work with and in Mount Rainier, North Cascades, and Olympic National Parks
• Opportunity for telecommuting/working remotely
• Mileage reimbursement when traveling to parks/around town for work-related business
• Membership in a local organization of your choice

To apply, please send your resume, along with a letter outlining why you are interested in this particular position, to laurie@wnpf.org. Place “Donor Engagement Manager” in the Subject line. No phone calls please