



Job Opening Director of Development

Northwest Association for Blind Athletes (NWABA) provides life-changing opportunities through sports and physical activity to individuals who are blind and visually impaired. Over the last nine years, the Association has transformed from an organization serving six individuals in its first year to a national leader in the field that improves the quality of life for more than 1,300 children, youth, adults and military veterans with visual impairments annually through five innovative programs and services. To learn more about NWABA's life-changing programs and services, please visit www.nwaba.org.

NWABA is a mission-driven, growth-oriented organization that fosters a culture of innovation, communication, collaboration and hard work to improve the quality of life for individuals who are blind and visually impaired. Working from our conveniently located downtown Vancouver, WA office, employees are in the heart of the city and close to restaurants, coffee shops, trails and countless other attractions.

Job Summary: Reporting to the Executive Director, the full-time Director of Development will be responsible for all aspects of Northwest Association for Blind Athletes' development program including major gifts, planned gifts, corporate sponsorship, special events, foundation relations, donor database, budgeting and supervising development staff. This position is being added at a pivotal time in organizational growth and will support significant and sustainable expansion of NWABA's life-changing programs. The selected individual will be an integral member of the development team which has goals of raising more than \$850,000 annually to support operations and growth initiatives.

Responsibilities:

- Develop, implement and manage a comprehensive annual development plan to sustain current programs while planning for short and long-term growth.
- Responsible for all aspects of development across the region including major and planned gifts, foundation & corporate relations, direct mail, third party fundraising and other initiatives.
- Directly solicit funding from individual, corporate and foundation supporters.
- Partner with the Executive Director to implement and strategically grow a robust major gifts program across the region with an emphasis in Oregon.
- Develop, implement and manage various internal and third-party fundraising events across the region.
- Regularly meet and keep in contact with donors to support the cultivation, solicitation and stewardship process.
- Actively participate in strategic planning with the Executive Director, Director of Programs and Board of Directors.
- Responsible for direct supervision of development team and various independent contractors (graphic design, grant writing, communications, etc.).
- Recruit and manage various volunteer committees and task forces to support development goals.
- Oversee the successful operation of a complex donor database software.
- Attend various community events throughout the year to raise awareness.
- Develop, implement and monitor standard operating procedures to support all development efforts.
- Other duties and special projects as assigned by the Executive Director.

Desired Knowledge, Skills and Abilities:

- Bachelor's degree or equivalent combination of education and experience required.
- 4+ years of prior development experience.
- Demonstrated ability to secure major and planned gifts.
- Proven success in an entrepreneurial non-profit environment.
- Ability to successfully coach and mentor employees and volunteers to achieve desired results.
- Embraces strategic and annual planning and oversees successful execution of the plans.
- Ability to travel approximately 50% of time throughout our service area (WA, OR, ID and MT) including air travel.
- Ability to work flexible hours including regular evenings and weekends.
- Ability to lift and carry up to 40 lbs. including tandem bikes, kayaks and other adaptive sports equipment.
- Outstanding public relations and interpersonal communication skills.
- Prior experience with public speaking.
- Proven success in contributing to expansion and growth initiatives within an organization.
- Must possess a valid state-issued driver's license.
- Ability to pass a background check, including MVR.

Compensation:

- Salary is commensurate with experience and education.
- We offer a competitive benefits package including: Medical and dental reimbursement, 403(b) savings plan, PTO and flexible scheduling opportunities.
- This is a full-time Salaried (Exempt) position.

Application Instructions:

For consideration, please send **all** of the following to: DEVDIR@Tjandassociates.com:

- 1. Your résumé**
- 2. A cover letter and**
- 3. Three or more professional references.**

In your **cover letter**, please share the following:

- *Why are you a great fit for this position? What might set you apart from other candidates? How would you make a difference?*
- *What are your proudest **past** achievements in a Development Leadership role (include metrics where available!)?*
- *Why are you interested in working with the **Northwest Association for Blind Athletes**?*
- *Salary history and requirements.*