



**Job Title:** Director of Development  
**Reports To:** Executive Director  
**Compensation:** DOE/Generous benefits package  
**FLSA Status:** Full-Time/Exempt  
**Location:** Vancouver, WA  
**Application Deadline:** June 21, 2019

**Join an organization that empowers people to turn their ambition into opportunity.** Northwest Association for Blind Athletes (NWABA) is on the cusp of an exciting time of growth as a regional organization with a mission to provide life-changing opportunities through sports and physical activity to children, youth, adults, and military veterans who are blind or visually impaired. Our next Director of Development will play a key leadership role in achieving NWABA's vision to be the national leader in providing athletic opportunities for individuals of all ages and abilities who are blind or visually impaired.

**We are committed to cultivating opportunities for individual and organizational growth.** Energized by an entrepreneurial spirit and the drive to excel, NWABA invests in the people and resources needed to successfully deliver on our mission. Looking to the future, newly renovated offices in downtown Vancouver are equipped to tap into the tools and technology necessary to expand our presence and impact in Oregon, Washington, Idaho, Montana, and beyond.

At NWABA, we operate with full transparency, bringing honesty and integrity to everything we do. We welcome, serve, and support all people with dignity and respect. And we bring steadfast determination in pursuit of our mission and our goals. Our next Director of Development will embrace our values, champion our mission, lead with passion, and deliver results.

*"Working with our staff, volunteers, athletes and donors at Northwest Association for Blind Athletes has been a wonderful experience this past year. The next Director of Development will be joining a team that is dedicated, hardworking, and passionate about NWABA's mission and expanding its impact to reach more individuals." – Dawn Wensel, outgoing Director of Development*

### **Your Opportunity**

NWABA seeks a dynamic and accomplished development professional with the experience, creativity, and energy to develop and implement diversified revenue strategies that deliver over \$1 million annually from individuals, businesses, and foundation partners. As a member of the executive team you will excel in our collaborative environment, and you will engage the Executive Director as an active partner in promoting a culture of philanthropy within the organization and throughout the communities we serve. Managing a staff of three, along with contract grant writers, you will lead by example as a fearless and committed fundraiser who understands our mission-first approach and can elevate our public profile with effective communication strategies. NWABA's ideal candidate is goal-driven, autonomous, forward-thinking, and culturally competent, with a successful background in relationship driven fundraising.

### **Responsibilities**

- Develop and execute the NWABA annual fundraising plan
- Collaboratively build organizational budgets and secure financial support to meet revenue goals
- Conduct outreach and devise campaigns to build a diversified base of financial support
- Work with the Executive Director to identify, engage, and solicit key funding partners

- Create and implement strategy to build a diverse pipeline of annual contributors, major donors and corporate partners
- Carry and expand a portfolio of individual donors and major gift prospects
- Initiate contact with donors, align giving priorities, and successfully solicit gifts
- Steward donor relationships by ensuring fulfillment of benefits, along with consistent, creative and valued appreciation activities
- Direct strategy and execution of special events – including an established \$470K auction
- Oversee grants contractor(s) to ensure submission of compelling proposals and timely reports
- Serve as a member of NWABA’s executive team
- Actively participate in overall organizational strategic planning with the Executive Director, Director of Programs, Executive Team, and Board of Directors
- Lead Board Fund Development initiatives, leveraging an eager board through education and best practices
- Direct the creation and production of all marketing materials including annual report, newsletters, brochures, website, collateral, signage, social media platforms, etc.
- The Director will be a strategic thinker and leader by creating and implementing systems and processes that ensure the successful and effective implementation of annual development plans
- Provide strengths-based management of the development staff of 3 FTEs (Marketing & Communications Coordinator, Events & Corporate Engagement Coordinator, Database Manager) and support professional development and growth opportunities
- Maintain and analyze fundraising data through the current CRM system (Etapestry); oversee data entry, gift processing, and report generation
- Provide analysis and report on fundraising progress

#### **Minimum Qualifications**

- 5+ years of prior development experience; at least 3 years at the leadership level
- Bachelor’s degree or equivalent combination of education and experience required; CFRE is a plus
- Proven success in an entrepreneurial and collaborative non-profit environment
- Successful track record of achieving revenue goals and building a pipeline of relationships
- Enthusiasm for direct solicitation and skill in the coordination of solicitation teams
- Ability to participate in strategic and annual planning
- Demonstrated management experience; ability to successfully coach and mentor employees and volunteers
- Excellent public relations and interpersonal communication skills
- Exceptional writing and editing skills
- Ability to exercise good judgment in prioritizing and managing multiple deadlines simultaneously
- Experience using E-Tapestry or a similar database system.
- Proficient with Microsoft Office Suite, including Outlook, Word, PowerPoint and Excel
- Ability to travel regionally between NWABA service areas in Oregon, Washington, Idaho, and Montana (approximately 20% of time)

#### **Additional Requirements**

- Ability to lift and carry up to 40 lbs. including adaptive equipment
- Must possess a valid state-issued driver’s license
- Ability to pass a background check, including MVR
- Work full-time (40 hours per week) with some evenings and weekends required

#### **Employment Details**

- Competitive benefits package including: 100% coverage of medical, vision, and dental benefits for the employee, 403(b) savings plan, PTO, and flexible scheduling opportunities.
- Convenient downtown Vancouver location in a well-equipped office

**To Apply**

Nonprofit Professionals Now is proud to partner with Northwest Association for Blind Athletes to fill this key leadership position. Applicants are required to provide a resume, a cover letter articulating your fit for the position, and answers to three application questions. Please review application instructions and submit your information via our online portal.

**Application Questions**

1. What makes you an effective fundraiser?
2. What is your experience as a senior-level manager?
3. Why is NWABA's mission important to you?