



NW ASSOCIATION
FOR
BLIND
ATHLETES

Regional Development Manager

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.

We are committed to cultivating opportunities for individual and organizational growth. Energized by an entrepreneurial spirit and the drive to excel, NWABA invests heavily 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 Regional Development Manager will embrace our values, champion our mission, work with passion, and deliver results.

To learn more, we invite you to visit the NWABA website: www.nwaba.org

In response to COVID-19, NWABA continues to operate while making office and procedural changes that promote safety and limit the spread of the virus.

Your Opportunity:

We seek an entrepreneurial and forward-thinking **Regional Development Manager** to join our growing development team. This individual will work with the entire NWABA organization to develop and execute projects that engage the community in making a difference for individuals who are blind and visually impaired. The **Regional Development Manager** will have the opportunity to actively and strategically grow the organization's presence and impact, and be accountable for the following:

- Create and build corporate and individual relationships that will drive revenue growth in our strategic growth areas including Southern Willamette Valley, the state of Idaho and eventually the Puget Sound area.
- Plan and execute special fundraising events – virtually or in-person - in the strategic growth areas with support of the development team.

This is a full-time, exempt position and reports to the Director of Development & Communications. **NWABA offers competitive compensation including health insurance, generous PTO, a 403(b) savings plan (3% match) and paid holidays.** 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 Responsibilities:

- **Development & Fundraising**
 - Create and implement strategy to build a diverse pipeline of annual contributors, major donors and corporate partners across identified strategic growth areas including Southern Willamette Valley, the state of Idaho and eventually the Puget Sound area in that order.
 - Initiate contact with donors, align giving priorities, and successfully solicit gifts.
 - Carry and expand a portfolio of 50+ individual donors and corporate prospects over time.
 - Steward donor relationships by ensuring fulfillment of benefits, along with consistent, creative and valued appreciation activities
 - Actively participate as a member in city chambers of commerce or business alliance organizations in the growth areas.
 - Work with the Program Specialist for each growth area and collaborate on strategic engagement opportunities in order to drive athlete, volunteer and donor participation.
 - Participate in program event in the strategic growth area as time allows.

- **Events**
 - Serves as the project manager for fundraising events across identified growth areas.
 - Exceed budgeted revenue goals for internal and third-party events throughout the year
 - Manage the budget for internal events ensuring that revenue and expenses are effectively managed and adjusted throughout the fiscal year as indicated or needed; provide progress reports and revenue/expense projections.
 - Manage event logistics including but not limited to site selection, catering, marketing, audio/visual, scripts, slideshows, creation of event programs, coordinating speakers, talking points, and run of show with support from the development team.
 - Leads and participates on various event committees with volunteer leaders and other team members.

- **General**
 - Work with the development team to achieve NWABA's annual fundraising goals.
 - Other duties or special projects as assigned by the Director of Development & Communications and/or CEO.

Desired Knowledge, Skills and Abilities:

- Bachelor's degree required.
- At least 3+ years of progressive fundraising experience.
- Track record of consistent fundraising accomplishments.
- Proven success in a highly entrepreneurial non-profit environment.
- Proficiency in Microsoft Office Suite, and Greater Giving a plus.
- Outstanding writing and grammar skills.
- Excellent attention to detail and highly organized.
- Ability to work as a team member and to establish and maintain effective working relationships through successful interpersonal, written and verbal communication.
- Ability to prioritize and manage multiple tasks.
- Must be self-directed, able to work both independently and in a team, and to take direction when given.

- Ability to travel approximately 60-70% of time as needed throughout our service area (WA, OR, ID and MT) including air travel.
- Ability to work some evenings and weekends throughout the year when required.
- Must possess a valid state-issued driver's license and be comfortable driving organization-owned vehicles in support of job responsibilities. Ability to pass a background check, including MVR.

Application Instructions:

For consideration, please email a complete packet to our hiring process facilitator: Alyssa Williamson (email.astraea@gmail.com).

1. Résumé including work history (months and years).
2. A cover letter that discusses each of the following:
 - a. Why are you interested in joining Northwest Association for Blind Athletes?
 - b. Please summarize the connection between your knowledge, skills and experience and the Development Manager role.
 - c. Describe a donor relationship you helped foster and was transformational for the organization. What was your role? What was the end result (including metrics)? What did you learn?

Reference and background checks are steps in our hiring process.

We look forward to receiving your materials!