

Job Title	<i>Development Director</i>	FSLA Status	<i>Exempt, Full-time</i>
Reports to	<i>Executive Director</i>	Salary Range	<i>\$60,000 – \$75,000</i>

The Development Director leads the philanthropy and membership programs of the Wenatchee River Institute (WRI) to fulfill its mission. Reporting to the Executive Director, the Development Director is responsible for fundraising and communication strategy, board and volunteer engagement with fundraising, staff management, and fiscal administration as it relates to fundraising for WRI. The Development Director is expected to advocate and represent the organization to our stakeholders, supporters, and community.

Essential Responsibilities

Strategic Planning for Development

- Collaborate with the Executive Director to define and implement development plans and communications strategy that align with the mission, strategic plan, budget, and staff.
- Develop strategy, staffing and process for legacy giving, major donors, grant writing and other philanthropic campaigns.

Organizational Leadership

- Be the content expert of best practices for donor development, grant writing, communication and recruitment.
- Train staff and board members to participate in donor development strategies.
- Develop and exemplify seamless customer service culture that welcomes, develops, and appreciates relationships.
- Work with the Executive Director to recruit, select, and hire qualified development staff.
- Work with staff and the Board to identify and cultivate donors as well as develop and raise endowment funds.
- Work with the staff on comprehensive Communication Strategy including marketing, branding, and development strategies that will ensure consistency throughout the organization and enhance revenue.
- Manage communication and development staff as an empowering leader.
- Additional areas of responsibility in other areas of the organization, depending on organizational need and personal interest.

Fiscal Administration

- Work with the Executive Director to define and achieve annual and long-term strategies for fundraising goals for growth.
- Maintain donor database and strategy to identify trends in engagement and opportunities for donor development.

Community Engagement

- As a face of the organization, effectively communicate the mission and goals of WRI with supporters, local media, partners, stakeholders, conservation and science-oriented non-profits, service clubs, government officials, and the community.
- Raise the profile of WRI in our service area (North Central Washington) regionally, and with our cohort organizations, building coalitions and mobilizing financial, community, and political support.

Knowledge and Experience

- 4+ years' experience in management or development work preferably in science or education sectors or related experience.
- Known for participation in community-based organizations, building relationships with Board members, volunteers, and community leaders.
- Exhibited fundraising successes with knowledge of and participation in grant procurement, government appropriations, endowment or capital campaigns, planned giving, donor development or corporate sponsorships.
- Proven ability to develop and implement development plans, budgets, prioritize workload and supervise employees.

Qualifications

- An advanced degree (or equivalent work experience) with credentials, or skills on par, that indicate the training and ability to think and communicate effectively.
- Proven ability to develop and implement development plans, budgets, prioritize workload and supervise employees.
- Outstanding written and verbal and presentation skills in English coupled with the ability to influence others in a positive manner while accurately representing WRI on a variety of issues. Spanish fluency would be a bonus.
- Exhibit humility, compassion, a sense of humor and the ability to collaborate with a diverse array of people.

Physical Requirements and the Ability to:

- Reach at or below the shoulder frequently
- Sit for most of 8-hour shift and or stand to perform critical tasks throughout 8-hour shift
- Keyboard for most of 8-hour shift
- Work with low intensity noise levels with occasional high intensity noise levels
- Work with frequent interruptions
- Drive a vehicle occasionally
- Climb structure related ramps or stairs occasionally

- Work in and or exposure to outdoors frequently
- Speak, write, and understand the English language
- Use judgment, make decisions, interact with others, and adapt to changes in a job
- Be self-paced for accomplishment of duties and supervise others throughout 8-hour shift
- Work with the public and around crowds
- Able to provide proof of COVID-19 Vaccination.

The Wenatchee River Institute is committed to an anti-racist practice rooted in equity, diversity, inclusion, and accessibility. We are proud to be an equal opportunity employer. BIPOC individuals (Black, Indigenous, and People of Color), women, gender nonconforming folx, and people with disabilities are encouraged to apply.

More about Wenatchee River Institute

Nestled in beautiful Leavenworth Washington, the Wenatchee River Institute's Environmental Learning Center campus is located on the nine-acre Barn Beach Reserve, situated along the Wenatchee River. Wenatchee River Institute is home to a range of educational programs to promote our mission of *connecting people, communities and the natural world*. Our youth education programs are active nature-based school field trips to WRI, traveling naturalist school programs and camps. Our community education programs range from guided snowshoe walks to evening lectures to multi-day workshops, bringing in scientists, artists, authors, and other experts to share their knowledge and work. Wenatchee River Institute is also home to Leavenworth Spring Bird Fest. WRI has a nine-member Board of Directors and ten paid staff, as well as members and volunteers supporting our work. We have financial support through donors, our grant partners, an endowment fund of \$1.25 million, and facilities that are well-tended with a stewardship fund to care for the property in perpetuity.

For more information

Including a full job description see our website: <https://wenatcheeriverinstitute.org/about-us/employment.html>