



Position Title: Associate Director of Development
Position Information/Duration: Full-Time, Exempt
Salary Range: \$75,000 - \$85,000 / year
Location and Position Type: Hybrid (3 days in office)
Reports To: President and Founder
Posting Date: 1/23/24

Wilderness Leadership & Learning (WILL) seeks its first-ever Associate Director of Development (AD) to join the team. Reporting to our President and Founder, the AD will bring a passion for our programming paired with a high level of development expertise and strategic thinking to drive revenue and build long-term growth opportunities for WILL.

About WILL

WILL is a transformative, holistic, 12-month experiential learning, youth leadership, and life skills development program for District of Columbia (DC) youth from underserved/under-resourced neighborhoods. Our mission is to provide diverse growth experiences and challenging learning opportunities to inspire youth to make good decisions, become effective leaders, and achieve their goals. 2023-2024 marks WILL's 20th year providing quality positive youth development programming for DC youth.

At WILL, we believe that all youth have greatness in them. Through experiential learning, self-empowerment, leadership, and life skills programs, WILL provides youth the opportunity to unleash their full potential.

About the Role:

The AD will manage and nurture WILL's current philanthropic revenue portfolio and donor base, be a lead strategist, and play an integral role with WILL's President and Board in growing revenue and donor engagement. Working closely with and reporting directly to Founder and President, Steve Abraham, the AD is responsible for developing, executing, and analyzing WILL's annual development plan and representing WILL to all funders.

The AD can expect her/his/their work to include:

Leadership and Development Strategy:

- Collaborate with and support WILL's overall leadership as a member of the leadership team
- Serve as a staff leader and development expert to WILL's Board of Directors
- Manage and execute WILL's annual development and stewardship plans to achieve annual revenue goals and to generate funding to support WILL's programmatic operations and growth
- Update annually WILL's existing development and stewardship plans with new ideas, industry best practices, and data-driven analysis

Individual Donor Stewardship and Management

- Partner with WILL's President to identify, cultivate, and solicit individual donors for major gifts
- Manage and develop existing initiatives, appeals, and campaigns focused on targeting new donors and stewarding existing donors
- Execute the donor stewardship process to connect donors to the mission of WILL and foster a sense of community
- Help develop creative and mission-centric fundraising messaging that articulates the special role and impact of WILL's work

Fundraising Event Management

- Collaborate with WILL's President in the development and implementation of the budget, concepts, themes, and formats for the WILL Power Party (WPP), WILL's signature fundraising event, to support program and organizational goals
- Lead all components of planning and executing the WPP to maximize revenue and attendee and sponsorship experience, including host committee development and management, vendor coordination, corporate sponsorship opportunities, and acquisition and management of silent and live auction items
- Create and execute pre- and post-event constituent communications plans

Foundation and Corporation Relations

- Ensure WILL has a robust pipeline of local, regional and national grant opportunities to pursue
- Manage existing grant calendar to track all upcoming applications and reports
- Draft compelling grant proposals and complete grant reporting processes in a timely and efficient manner
- Assist President in building personal relationships with foundation and corporate funders

Development Operations

- Design and update a regular progress-to-goal report and development dashboard for WILL's President and Board of Directors
- Execute high-quality gift entry and revenue tracking to ensure accurate and thorough documentation of all development activities
- Ensure integrity and accuracy in all records and reports in WILL's CRM

About You:

To be maximally successful in this role, you need to be:

- Eager to build a development program from the ground-up, leveraging a solid foundation while recognizing the opportunity to be instrumental in the development of WILL's fundraising strategy and execution
- A natural people person who appreciates that everyone has an important story to tell
- A dynamic, professional, and poised brand ambassador for WILL, embracing the opportunity to promote and embody WILL's 20-year history of demonstrated positive youth development
- A reliable and friendly communicator who reaches out and follows up with professional persistence

- A creative thinker and willing to test out new ideas
- A stickler for details
- A self-motivated, strategic thinker who is comfortable working independently

You need to have:

- 5-7 years of nonprofit development experience
- 2-3 years of experience with development CRM systems
- Demonstrable experience and success as a fundraising generalist, with hands-on practice at major gifts, annual giving, institutional giving/grant writing, corporate partnership building, special events, and online giving campaigns
- Experience managing and improving development operations, ranging from CRM management to budget monitoring to gift processing
- Experience working with volunteers of all levels, and liaising with contractors and consultants
- A commitment to WILL's mission, vision, and values
- Awesome project management skills, with a knack for working backwards from deadlines
- The flexibility to handle curve balls thrown at your work plan
- A love of creating and adhering to organizational systems
- A high level of integrity and manage and keep confidential sensitive information about donors, partners, and beneficiaries
- COVID-19 vaccinations required (including boosters when eligible). WILL abides by all exceptions to the vaccination requirement required by applicable law
- A clean background check

About Location, Compensation and Benefits

- Candidates must be within commuting distance to WILL's office at 1140 Connecticut Avenue NW, Washington, DC.
- Hybrid work model with 3 days in the office (flexible)
- Generous PTO (vacation, personal days, and holiday schedule)
- Health insurance (medical)
- Retirement benefits
- Annual Salary range of \$75,000 - \$85,000 commensurate with experience

HOW TO APPLY FOR THIS JOB:

Candidates should send the following to hire@threadstrategies.com with **WILL Associate Director of Development** in the subject line:

- Resume
- A cover letter that includes your mission alignment with our work and your salary requirements
- A writing sample authored solely by the candidate relevant to donor development, such as a previously written appeal letter or follow-up email after a donor meeting

Wilderness Leadership & Learning, Inc. is an Equal Opportunity Employer. Wilderness Leadership & Learning does not discriminate on any basis protected by law, including, race, religion, color, sex, sexual orientation, gender identification, age, national origin, or disability. DC natives and people of color are strongly encouraged to apply.