

North Olympic Salmon Coalition
Restoring Wild Salmon Habitat on the Olympic Peninsula

Job Description

Title: Development and Communications Manager
Status: Part-time, 25-30 hours per week, non-exempt
Pay Range: \$33-\$36/hour
Supervisor: Executive Director
Supervision: No supervisory responsibilities

The team member in this position is passionate about the programs and projects of the Salmon Coalition and raises funds to carry out essential mission work of the organization. The Development and Communications Manager is an influential and engaging leader who generates annual and long-term fundraising plans and oversees all fundraising activities; cultivates new and existing supporters of the mission of the North Olympic Salmon Coalition (Salmon Coalition); and maintains annual and multi-year member/donor relations. The Development and Communications Manager is expected to communicate the mission passionately and effectively for the purpose of raising funds and garnering community support. The Development and Communications Manager will work closely with the Executive Director, Finance Manager, Accounting Assistant, Outreach Team, and Board of Directors.

Essential Functions

Fundraising Leadership (50%)

- Seek to understand short and long-term fundraising needs for the organization, take a leadership role in developing goals and strategies.
- Work with outreach staff to craft written appeals for print, electronic distribution, and social media.
- Envision, plan, and execute events to raise funds, educate, inspire, and thank volunteers, members and donors.
- Work closely with volunteer and outreach teams to ensure fundraising goals are linked to programmatic needs.
- Stay current on fundraising best practices, bringing innovation and inspiration to internal strategies.
- Lead Annual Meeting efforts for the organization, in coordination with the Education and Outreach Coordinator.
- Seek out and apply for Foundation grants and assist with or take the lead on grant applications, as needed.
- Analyze current fundraising streams and strengthen alternative giving/fundraising strategies such as, planned giving, investment and retirement portfolios, and partnerships with local businesses and community groups.
- Serve as staff member on the Board fundraising committee; take minutes, send meeting reminders, work with chair to set agendas.
- Inspire board and staff engagement in fundraising, providing tools and trainings to aid them in success.

Data Management and Reporting (15%)

- Develop annual fundraising budget with staff and board input.
- Develop and oversee budgets for appeals and events, tracking net income with finance manager support.
- Receive all donations and record in Little Green Light, reconcile monthly with Finance Manager.
- Provide accurate monthly reporting, including analysis of various initiatives and identification of success and areas for improvement.
- Present event, appeal, and fundraising results to staff and board.

- Ensure distribution of tax-deductible receipts for both financial and in-kind contributions

Donor Cultivation and Appreciation (15%)

- Build relationships with donors through in-person and electronic means.
- Train staff on volunteer and donor cultivation; prepare staff to affect positive interactions with donors and volunteers at events.
- Ensure appropriate thank you calls are made and/or notes are sent out within one week of every financial contribution.
- Ensure personal touches with donors and members to show appreciation and report on the impact of their gifts.
- Partner with the Executive Director to grow and maintain relationships with major donors.
- Ensure individualized contact with donors is recorded in Little Green Light.

Communications and Storytelling (20%)

- Clearly communicate NOSC's mission, values, and priorities in regular external communications, with intentionality around inclusion and accessibility
- Lead and execute organizational marketing and communications including messaging, social media, with support from the outreach team
- Implement and manage NOSC outreach and communications strategy and calendar
- Design and regularly post online content to amplify NOSC's message and programs on various platforms including WordPress website, Facebook, and Instagram
- Work with outreach staff to curate NOSC newsletter stories; engage staff, community members, and partners in creation of newsletter features
- Coordinate press and media outreach, community outreach, and external communications
- Coordinate and implement event communications in partnership with Education and Outreach Coordinator
- Solicit and share a variety of impact stories, upholding NOSC's commitment to sharing authentic stories in the storyteller's words.

Required Qualifications

- Bachelor's Degree or equivalent experience in related field – business, finance, marketing, nonprofit leadership, communications
- At least three years in a role planning, organizing, and implementing fundraising events, developing fundraising budgets, and engaging effectively with donors and potential donors both through written and verbal communication.
- Working knowledge of fundraising practices and principles, demonstrated interest in continued professional development.
- Strong interpersonal communication skills and ability to engage diplomatically, compellingly, and effectively in public forums and at events when representing our mission and programs.
- Two or more years' experience using Little Green Light or similar donor database and with online giving platform such as Give Lively.
- Microsoft Office proficiency including Word, Excel, Power Point, and an ability to use Outlook email and calendar functions with ease.

Essential Competencies and Experience

- Leadership abilities and commitment to continued growth.
- Self-starting learner and one that takes initiative in work tasks and projects.

- Ability to delegate, teach, and mentor.
- Maintains a high level of accuracy and is detail oriented.
- Ability to generate, manipulate, present, and interpret data through various databases and programs.
- Committed to producing high quality work and communications for all audiences.
- Diplomatic, positive, and effective communicator is personable and builds positive relations.
- Problem-solving abilities.
- Clear, concise written and oral communication. Ability to write compelling appeals, formal letters, informal newsletter/electronic appeals, and inspiring social media content.
- Prioritizes workload well while meeting deadlines.

Preferred Skills and Experience

- Experience working for a non-profit
- Experience working in the field of environmental conservation and/or education.
- Excellent meeting facilitation skills including building agendas, generating meaningful discussions, soliciting multiple perspectives; accurate notetaking and meeting follow up/follow through.
- Extremely organized with an eye toward making files/data usable by others and working within established organizational norms for data and files.
- Supervisory experience is a plus for working with internal teams.
- Experience with videography and photo editing.
- Experience with online giving platforms (such as Give Lively), online email distribution platforms (such as Constant Contact), Stripe, Facebook, Instagram, Canva.

EEO Statement

North Olympic Salmon Coalition Salmon is an equal opportunity employer without discrimination because of age, sex, color, national origin, marital status, veteran status, sexual orientation, or presence of a disability. Pursuant to the Americans with Disabilities Act, North Olympic Salmon Coalition will make reasonable accommodation of working conditions or methods in order to perform the duties of the position.

Signature

I have read, understand and am able to perform the essential job functions with or without accommodation.

Employee Signature

Date

Development and Communications Manager

PHYSICAL REQUIREMENTS AND POTENTIAL HAZARDS

The following identifies the physical demands and potential hazards typically encountered by this position. The information is necessary in part to ensure compliance with the Americans with Disabilities Act and the OSHA Blood borne Pathogens Standards. These can reasonably be anticipated in the normal and customary performance of the essential functions of your work.

- NA:** Not applicable, not required of this position.
NE: Requirement is present but is not essential to the position.
O: Occasional, up to 33 percent of the time and essential to the position. (For example, a lifeguard swims only occasionally, but it is essential that a lifeguard be able to swim.)
F: Frequent, 34-66 percent of the time.
C: Continuous, over 66 percent of the time.

| | NA | NE | O | F | C |
|------------------------------------|----|----|---|---|---|
| Sitting (or standing at desk) | | | | | X |
| Walking | | | X | | |
| Standing | | | X | | |
| Running | x | | | | |
| Bending or twisting | | | X | | |
| Squatting or kneeling | | | X | | |
| Reaching above shoulder level | | X | | | |
| Climbing (e.g. ladders) | | X | | | |
| Driving cars, light duty trucks | | | X | | |
| Driving heavy duty vehicles | X | | | | |
| Repetitive motion of hands/fingers | | | | | X |
| Grasping with hand, gripping | | | X | | |

| | NA | NE | O | F | C |
|--|----|----|---|---|---|
| Lifting/carrying 10-25 pounds | | | | X | |
| Lifting/carrying 26-50 pounds | | | X | | |
| Lifting/carrying more than 50 pounds | | X | | | |
| Pushing/Pulling | | X | | | |
| Using Foot Controls | | X | | | |
| Work in/exposure to inclement weather | | X | | | |
| Work in/exposure to cold water | X | | | | |
| Exposure to dust, chemicals or fumes | | X | | | |
| Work/live in remote field sites | | X | | | |
| Use of hazardous equipment (e.g. guns, chainsaws, explosives) | X | | | | |
| Swimming, scuba diving | X | | | | |
| Work at heights (e.g. towers, poles) | X | | | | |
| Exposure to infection, germs or contagious diseases | X | | | | |
| Exposure to blood, body fluid, or potentially contaminated materials | X | | | | |
| Exposure to needles or sharp implements | X | | | | |
| Use of hot equipment (e.g., ovens) | X | | | | |
| Exposure to electrical current | X | | | | |
| Seeing objects at a distance | | | X | | |
| Seeing objects peripherally | | | X | | |
| Seeing close work (e.g., typed print) | | | | | X |
| Distinguishing colors | | | | X | |
| Hearing conversations or sounds | | | | | X |

| | NA | NE | O | F | C |
|-------------------------------------|----|----|---|---|---|
| Hearing via radio or telephone | | | | | X |
| Communicating through speech | | | | | X |
| Communicating by writing/reading | | | | | X |
| Communicating by video | | | | X | |
| Distinguishing odors by smell | X | | | | |
| Distinguishing tastes | X | | | | |
| Exposure to wild/dangerous animals | X | | | | |
| Exposure to insect bites or stings | X | | | | |
| Work/travel in boat/small aircraft | X | | | | |
| Exposure to aggressive/angry people | | X | | | |
| Restraining/grappling with people | X | | | | |
| Other: | | | | | |
| Other: | | | | | |
| | | | | | |

Items checked above must be consistent with tasks listed.

I have read and understand the physical requirements and potential hazards of this position and am able to perform the physical requirements as stated above with or without reasonable accommodation.

Employee Signature

Date