



Fishtrap Development Manager

Job Description

April 2022

PART-TIME (.5 FTE)

Salary range \$20-23/hr DOE

The Fishtrap Development Manager oversees all activities related to the strategy, planning, execution, analysis, documentation, and evaluation of Fishtrap individual giving efforts. Reporting to the Executive Director, the Development Manager coordinates all tracking and procedures for individual giving, runs the Board Development Committee, and works closely with the Board of Directors.

Primary responsibilities:

- Coordinates all development programs including individual giving, planned giving, endowment building, and special events;
- Writes appeal letters, sponsorship engagement letters, acknowledgement letters, and Fishtrapper communications;
- Plans and manages annual fundraising events including Wallowa County local events, donor outreach events, and program-related fundraising efforts;
- Oversees the Fishtrapper sustaining donor program, plans outreach and special events, tracks new members, oversees benefits;
- Coordinates program sponsorships, tracks goals, identifies prospects, reports results;
- Effectively engages and collaborates with outside professional contractors, vendors and volunteers in the execution of the development plan;
- Provides accurate, timely record keeping and reporting related to funders, grants, gifts, and all development activities and event registrations;

Additional Duties

- Attends regularly scheduled staff meetings and 1-1 meeting with the Executive director
- Attends board meetings by request
- Assists Board Development Committee chair to schedule and document board committee meetings
- Provides event support to Program Director as needed
- Staffing Summer Fishtrap and other events as needed
- Completes special projects as requested by the Executive Director.

Skills and Qualifications

- 3+ years nonprofit development and/or customer relationship management experience;
- Demonstrated knowledge of social media platforms;
- Demonstrated knowledge of and experience with (or willingness to learn) donor tracking software or CRM systems;
- Excellent written and verbal communication;
- Ability to work independently; ability to prioritize, work on multiple tasks and meet deadlines;
- Strong interpersonal skills;
- Ability to work effectively with a wide range of key contacts and stakeholders, notably rural and urban donors;
- Experience with nonprofit arts organizations preferred.