



JOB TITLE: Development Director
REPORTS TO: Executive Director
JOB STATUS: Full time, exempt position

ABOUT MT. HOOD KIWANIS CAMP:

There are few places where individuals with disabilities can spend a week joyfully focusing on their abilities. For over 85 years, Mt. Hood Kiwanis Camp (MHKC) has offered incredible outdoor recreational programming for campers with developmental, intellectual, and physical disabilities at its fully accessible 22-acre campsite in the Mt. Hood National Forest. On any given summer day, our campers are catching fish, conquering their fear on the adventure course and zipline, splashing at the pool, riding a horse for the first time, whitewater rafting, paddling a canoe on Trillium Lake, and dancing the night away at campfire. Wheelchair accessible trails and innovations such as adaptive saddles, harnesses, and bicycles make the traditional camp experience available to all. Camp doesn't just offer outdoor activities, it offers a chance for people with disabilities to make new friends and build community in a friendly, non-judgmental environment where they can feel empowered and included.

OVERVIEW:

Mt. Hood Kiwanis Camp seeks an experienced, well-rounded, self-directed and results-oriented Development Director to lead all aspects of its fundraising efforts. Working closely with and reporting to the Executive Director, the Development Director should be strategic, practical and detail-oriented with experience in most or all of the following fundraising streams: grants, major gifts, annual funds, planned giving, in-kind and matching programs, and special events. The Development Director will create and deliver on an annual development plan that includes budgets, goals, strategies and timetables for all fundraising activities. Maintaining excellent communication with current and prospective donors is imperative, as is generating leads for new donor relationships with individuals, families, community groups, corporations and foundations.

RESPONSIBILITIES:

- Collaborate with MHKC staff and Board of Directors to create and implement short and long-term plans to achieve established development goals and objectives. This includes, but is not limited to, strategic initiatives for securing major gifts, coordinating annual giving campaigns,

submission of corporate and foundation grants, building a robust planned giving program, defining stewardship and prospecting tactics, enhancing special fundraising and cultivation events, and identifying new approaches to support the Camp's traditional development initiatives.

- Responsible for four annual fundraising events: Auction & Gala (April); Golf Tournament (June); Walk, Roll or Stroll (September); and, Casino Night (November).
- Maintain ongoing communications with private and corporate donors, as well as identify prospective individual and corporate donors and develop strategies to cultivate those relationships.
- Along with the Executive Director, work in partnership with the Mt. Hood Kiwanis Camp Foundation Board of Directors to grow the Camp's endowment fund.
- Manages the part-time Special Events Coordinator and collaborates to ensure successful organization and delivery of fundraising events and donor receptions.
- Oversee grant seeking including research and proposal writing. Maintain contact with foundations, corporations and government funding sources. Track grant submissions, and ensure timely and accurate report deliveries to funders.
- Work collaboratively and creatively with the Communications Director to appropriately promote development opportunities and fundraising, as well as integrate messages into all Camp communications.
- Oversee management of gift processing and donor acknowledgement, responsible for management and maintenance of the donor database.
- Collaborate with the Controller to check that development and accounting systems are working in-sync, and to complete all financial reporting in a timely manner. Participate in the creation of the annual Camp budget and proactively manage the development department's revenues and expenses.
- Manage prospect research and cultivation initiatives with a special emphasis on pursuing strategies to secure or increase giving from donors. Develop strategies for existing donors to effectively move them through a meaningful cycle of giving.
- Make public appearances/accept speaking engagements to share information about Mt. Hood Kiwanis Camp with the community.

QUALIFICATIONS:

- Bachelor's degree and 5+ years of nonprofit development experience.
- Proven track record of fundraising success, particularly in event planning, major gifts, successfully managing campaigns, and engaging a community of motivated supporters.

- Ability to manage multiple priorities in a complex environment.
- Demonstrated interpersonal skills, with an ability to communicate effectively—both verbally and in writing—as well as be a good listener.
- Working knowledge of non-profit development trends and best practices, fundraising tools and technology; including donor databases, email and online campaigns, and donor research.
- Preference given to those with experience working with people with disabilities and/or their families and caregivers.

COMPENSATION: \$55,000-\$70,000 DOE plus benefits.

TO APPLY: Send cover letter and resume to Dave McDonald, MHKC Executive Director, at Dave@mhkc.org by October 18, 2019.