



Development Manager Job Description

Cahaba River Coalition (CRC) is seeking a creative, self-directed and collaborative fundraising professional who is skilled in donor cultivation, team management, and communications. This person will be responsible for growing our partners and impact. CRC supports work-life balance, welcomes diversity, and shares a passion for rivers and nature. Benefits include health insurance, 2 weeks paid vacation during the first year increasing to 4 weeks by year 4.

This is an enjoyable and rewarding career opportunity with a respected, effective environmental nonprofit that has a track record for river restoration and protection, volunteerism, and environmental education. You would work within a supportive and talented team of full-time staff and have close involvement with a diverse, highly skilled Board of Directors, and seasonal interns.

FUNDRAISING GOALS & ROLES: Cahaba River Coalition seeks a dedicated individual to organize and lead a Board/staff team approach to fundraising, including membership growth and diversification, increased donor and corporate giving, increased revenues from special events, development and implementation of special appeals, development of formalized planned giving program and execution of planned giving strategy, maintenance and marketing of our successful "Save the Cahaba" license plates. Accounting and financial management and support are provided by the Operations Director and Bookkeeper.

KEY RESPONSIBILITIES

- Identify and/or reconnect and cultivate major gift prospects, as well as corporate and foundation donors.
- Create an effective planned giving program.
- In partnership with the ED, develop and implement a comprehensive fundraising plan to meet the organization's annual revenue goals.
- Working with the CRC leadership team, develop the organizational grant strategy to grow institutional funding and support long-term sustainability goals.
- Guide the planning and execution of Cahaba River Frydown, the organization's largest annual fundraising event.
- Working with the Programs team, develop sponsorship opportunities that support program and mission focused special events that engage community members and donors supporting our mission.
- Lead the development and execution of effective donor communications and marketing materials, in coordination with the development coordinator
- Identify and use, track, and report pertinent KPIs and metrics to ensure a successful fundraising program that is focused towards growth.
- Monitor and analyze fundraising data to evaluate performance and adjust strategies as needed.

PREFERRED QUALIFICATIONS

- Strong commitment to environmental conservation and the mission and goals of CRC.
- 5-8 years of successful fundraising experience in multi-faceted development programs or equivalent combinations in a closely related field.
- 3-5 years of communications planning and management, including donor outreach, social media presence, and design using tools such as Canva.
- Strong donor/supporter cultivation skills and track record.
- Ability to organize and manage diverse activities.
- Ability to motivate staff members, Board, and volunteers and effectively organize and support their fundraising activities.
- Ability to tell CRC's story in impactful communications, online and direct mail appeals, presentations, grant proposals, and one-on-one.

- Computer literacy in word processing, spreadsheets (Microsoft Office and Google Suite), database, and some graphic design required. Experience with DonorPerfect, proficiency in Marketing and social media are preferred.

To apply, please send a cover letter and resume to Kelly Samples, Operations Director, at ksamples@cahabarivercoalition.org. Please include "Development Manager" in the subject line. Applicants who do not submit their resume through email will not be reviewed.

NON-DISCRIMINATION POLICY: Cahaba River Coalition is an equal opportunity employer. We will not discriminate and will take affirmative action measures to ensure against discrimination in employment, recruitment, advertisements for employment, compensation, termination, upgrading, promotions, and other conditions of employment for any employee or job applicant on the bases of race, gender, gender identity or gender expression, sexual orientation, marital status, national origin, age, religion (creed), disability, or military status. We also will not discriminate in selection of volunteers and vendors or provision of services.

We encourage applications from people of color, Indigenous people, people from all socioeconomic backgrounds, non-binary identities, LGBTQ+, and other people of historically excluded identities. We are committed to providing an inclusive and welcoming environment for all members of our staff, clients, volunteers, contractors, vendors, and program partners.