**Job Announcement: Development Manager**

**LOCATION: SEATTLE, WA**

**COMPENSATION: $55,000 - $65,000**

Puget Soundkeeper is hiring a full-time Development Manager. We seek a passionate, community-focused professional with a commitment to clean water and healthy communities who can help sustain and grow our partnerships with corporations, corporate foundations, and individual supporters. The Development Manager will lead Soundkeeper’s annual fundraising and stewardship events to deepen relationships within these constituencies. The position reports to the Development Director and is a hybrid position, which allows for remote work flexibility, but the Development Manager must reside in the Seattle metro area and work at the office a minimum of one day (often Tuesdays) per week.

**Please note:** Data shows that women and BIPOC candidates often hesitate to apply for a job because they may not meet all the qualifications listed. Our job descriptions are general overviews, not a mandatory comprehensive list. If you feel passionate about our efforts and believe that you have the skills to contribute to the growth of our organization, we want to hear from you!

**Key Responsibilities**

- **Corporate Engagement (20%).** Grow the corporate partnership program, including by building direct relationships with Puget Sound-area corporate teams and foundations, leading our annual corporate clean-up program and corporate sponsorship program, and coordinating, leading, and staffing walking and kayaking clean-ups and other corporate volunteering events.

- **System Support (15%).** Help sustain Soundkeeper’s strong donor stewardship practices by working on timely gift entry/acknowledgement processing, maintaining an accurate donor database, and developing excellent donor relations.

- **Membership (20%).** Build out a robust Membership program, focused on reaching new audiences and using a variety of fundraising strategies: in-person member events, online meetups, digital marketing and fundraising, and direct mail.

- **Events (35%).** Manage all aspects of five key events and event series: our annual fundraising gala, our Earth Month events, membership program events, a Spring leadership & awards event, and our annual “Floating House Party”.

- **Third Party (10%).** Serve as Soundkeeper’s liaison and resource for third-party fundraising activities including Aveda Earth Month Campaign, employee-led fundraising, and Washington EarthShare workplace campaigns.

Overall, Soundkeeper seeks someone with keen attention to detail, ability to multi-task under tight deadlines, who is comfortable with corporate development outreach and is willing to help colleagues where and when needed as a full member of our all-hands-on-deck team.
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Other Potentially Relevant Qualifications

- Success advancing relationships and strengthening investment from corporations and local businesses.
- Progressively successful career results with at least two years in a resource development role.
- Outstanding communication and interpersonal skills; ability to inspire corporate partners and members through verbal and written communication.
- Strong organization and time management skills; ability to manage multiple deadlines and achieve benchmarks on time.
- Strong data management skills and experience using a donor database; ability to manage gift entry/acknowledgment process, track progress, and report results with accuracy in fundraising databases.
- Commitment to community-centric fundraising principles.
- Availability to work evenings and weekends as necessary.
- Interest or experience in kayaking.

The Development Manager salary range is $55,000 - $65,000 depending on qualifications and experience. The position also provides full health care and other benefits, including a closed-office winter holiday during the last week of the calendar year, employer-paid LTD policy, flexible work scheduling, and more.

About Puget Soundkeeper

Puget Soundkeeper’s mission is to protect and enhance the waters of Puget Sound for the health and restoration of our aquatic ecosystems and the communities that depend on them. The organization was just the sixth “Waterkeeper” organization created and is founding member of the Waterkeeper Alliance, a global network of clean water advocacy groups with over 340 Waterkeepers worldwide.

Since 1984, Soundkeeper’s small but highly effective team has taken on numerous significant legal battles, driven campaigns with local and national clean water implications, and engaged and supported communities grappling with environmental injustice.

The work continues. Every day we are learning new ways to be better stewards of the Sound, and we seek to make decisions informed by this learning that will advance clean water progress. Working with our community partners and local leaders, there is much work to do in order to achieve our shared goals for the waters of the Puget Sound and Salish Sea.

How to apply

Please submit your resume and a one-page cover letter, saved as a single PDF document titled as your name (Last.First.pdf) to our hiring team at: resumes@pugetsoundkeeper.org.

Applications will be considered immediately and on a rolling basis, and the position will remain open until filled. Soundkeeper’s goal is to have the candidate selected and ready to start work as soon as September 15, 2022; as such, interested candidates are encouraged to submit their materials as soon as possible. Contact us for any questions at resumes@pugetsoundkeeper.org (no calls please).