



WISSAHICKON TRAILS

CONNECTING LAND,
WATER & PEOPLE

Wissahickon Trails is an esteemed community-based conservation organization headquartered in Ambler, PA. For over 60 years, we have been working to protect and restore nature in the Wissahickon Valley, preserving nearly 1,300 acres of critical open space and building 24 miles of trails for public access. We are seeking a new member of our team who will have the opportunity to impact local environmental conservation and improve the quality of life in the Wissahickon Valley.

Development Manager, Donor Stewardship

The Development Manager is responsible for the stewardship of our donors and works to increase their engagement and financial support over time. In particular, this person is charged with building and implementing the Mid-Level Donor Program in order to build a sustainable funding base and increase connection and gifts.

This is a full time, exempt, salaried position reporting to the Development Director. Some weekend and evening work will be required.

Essential Duties

Mid Level Donor Program Management

- Plan and execute mid-level donor program (donors of \$500-999) including innovative, multi-channel strategies for acquisition, retention, and upgrade
- Plan and coordinate mid-level stewardship events each calendar year
- Builds relationships with donors via phone calls, personalized email communications, ongoing written contact, and events that are recorded in Donor Perfect
- Develops outreach plan that demonstrates appreciation, recognition and engagement of donors
- Works closely with Development Director to assist in the identification and cultivation of potential major donors and planned giving prospects
- Meets and exceeds yearly goals determined in conjunction with the Development Director
- Stays abreast of industry best-practices in mid-level donor management and implements applicable innovations

Donor Programs Support

- Write, update and revise donor-related correspondence, mailings, and website content
- Collaborate with the Engagement team to incorporate donor goals in our engagement programs and activities

- Design and propose to the Director the Annual Appeal strategy, tactics, & timeline
- Actively promote and grow the monthly giving program to meet yearly goals
- Assists with fundraising events, particularly the Green Ribbon Gala and the Tex Mex Race for Open Space

General Administrative Responsibilities

- Responsible for tracking and reporting on outcome metrics for fundraising activities
- Prepare, manage and report on program budgets as directed by supervisor
- Comply with safety policies, protocols, and regulations on programs, events, and projects; responsible for associated documentation
- Serve on Wissahickon Trails committees as staff liaison, and/or outside committees as directed

Qualifications

- Bachelor's degree or equivalent experience
- Minimum 5 years of experience working as part of a development team, ideally serving in similar roles (membership, annual campaign, donor engagement)
- Demonstrated results in relationship building and developing cultivation strategies
- Experience managing a customer relations database (Donor Perfect)
- Must be proficient in Microsoft Office Suite
- Ability to work well either alone and as part of a team

Expected Competencies

- The ideal candidate cares deeply about the environment and conservation issues
- Knowledge of best practices in fundraising and current philanthropic trends
- Team-oriented with strong relationship-building and interpersonal skills
- Practice personal reflection and self-correction to assure continual professional growth
- Excellent oral, written, interpersonal, analytical, and organization skills

Physical Demands/Work Environment

The physical demands and work environment characteristics described are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of the job, unless the requested accommodations would cause undue hardship.

This position engages in out-of-office visits with members and donors and must be able to travel across the region for such visits. The employee must be able to traverse 1-4 hours at a time outside at parks and trails across the watershed. It is also regularly required to sit or stand at a desk for hours at a time, stand, walk and use hands and arms to operate general office equipment (computer, telephone, file cabinets, copier, fax machine and printer).

About the Wissahickon Trails

At Wissahickon Trails (formerly Wissahickon Valley Watershed Association), we work to inspire and engage diverse communities of people in protecting, stewarding and enjoying the land and waterways of the Wissahickon Valley. The board and staff are a collaborative

team driven by the belief that people benefit when nature thrives. Hard work is expected, so we have created an office environment that includes a few dogs, communal lunches, happy hour, staff field trips, and lots of laughs.

Compensation

This is a full-time salaried position (\$50,000-\$60,000) with a full range of benefits, including vacation, health (90% of employee and 50% of covered dependents premiums are paid by Wissahickon Trails, vision, and retirement (401k with up to 5% of salary matched).

To Apply

Please submit your resume, cover letter outlining interest and experience, and contact information for three professional references to Anna Marchini, Development Director, anna@wissahickontrails.org. No phone calls please. Applications reviewed as received.

We value a diverse work community and we strongly encourage applications from people of all backgrounds. E.O.E.