

Associate Director for Donor & Community Engagement, Part-time, Remote

Responsible to: Director of Development & Outreach

Classification: Part-time, Salaried Employee

(Estimated 20-30 hrs/week, depending on season. Higher work volume and in-Village travel during summer months, holidays and special events)

Salary Range: \$1,800-\$2,500/month, DOQ

Length of service: 2 years or more

Benefits: Eligible for full medical, dental, vision and life insurance

Organization

Holden Village is a wilderness retreat center founded in the Lutheran Church and located in the midst of the Cascade Mountains in Washington State. The mission of Holden Village is "to welcome all people into the wilderness to be called, equipped and sent by God as we share rhythms of word and sacrament; work, recreation and study; intercession and healing."

We strive to fulfill our mission by offering year round intergenerational programs. We have more than 6,000 people visit and/or volunteer each year. The Holden community includes all who have ever visited, volunteered or financially supported Holden. Our database(s) have around 60,000 records of individual Holden Village community members. Holden Village is a 501C-3 non-profit organization. Sixty percent (60%) of our operating budget is derived from fees paid by guests; forty percent (40%) is derived from annual donations.

For more information visit: www.holdenvillage.org

Position Summary

Working in partnership with the Director of Development & Outreach, the Associate Director for Donor & Community Engagement will coordinate, oversee and manage annual individual fundraising efforts, and special fundraising and community outreach events for Holden Village. They will develop a fund base and volunteer base that will allow Holden to accomplish its program and ongoing project goals. The successful candidate will be self-motivated, entrepreneurial, detail-oriented and a successful relationship builder.

This is a Puget Sound-based position, primarily working from home with occasional travel within the Pacific Northwest and Midwest and regular trips into a remote wilderness village. Estimated 15-20% of time over the course of a year will be spent traveling or on-site at Holden Village, with higher volume expected in the summer months and other high-peak guest times in the Village.

Position Responsibilities and Tasks:

Annual Giving

- Work with Director of Development & Outreach to establish long term goals and objectives, to strategize annual campaign, special events and all other fundraising efforts
- Manage, coordinate and implement individual annual giving program (direct mail, in-kind donations, workplace giving, and online giving)

- Cultivate and steward gifts from individuals by maintaining frequent contact with current annual donors and developing new relationships with prospects
- Ensure proper donor recognition and stewardship
- Research individual donor and prospect information
- Develop strategies for new donor acquisition and growth
- In collaboration with Communications & Development team, assist in the creation of external content and collateral for development, including but not limited to appeals, newsletters, videos, brochures, social media, website, and invitations
- Act as a spokesperson for the Holden Village as needed to promote the Village, bring in funding, and recruit volunteers
- Interface and work with gift processing and finance to ensure adherence to gift acceptance, gift counting, and gift processing policies and procedures, and to fulfill information requests and maintain reporting accuracy
- Create a turnover file of process and protocol related to annual giving and special events
- Contact and thank individual donors on behalf of Holden
- As needed, create talking points and provide training for board members and other volunteers involved in fundraising
- Manage a portfolio of mid-level donors and maintain an ongoing relationships with them
- Track and properly document all activities and complete necessary reporting requirements as requested by the Director of Development & Outreach

Special Events

- Serve as a main point-of-contact for the planning of fundraising and community engagement events, both on and off-site, working with internal departments to determine and deliver the objectives for the event from conception to event evaluation
- Prepare event collateral material, plan events, generate guest lists, coordinate leadership and staff, and follow through on event logistics and execution
- Create timelines, punch lists, meeting agendas, budgets, task lists, check requests, and invoices
- Coordinate all communication strategies regarding events including, but not limited to postal and email invitations, in-kind donation requests, and RSVP management
- Effectively communicate with volunteers, employees and vendors, delegating appropriate planning and execution responsibilities
- Acknowledge gifts received from event attendees, sponsors, and donors and generate and administer stewardship efforts
- Maintain and reconcile all data, spreadsheets, donor information, financials
- Collaborate with board members and other volunteers to plan events and solicit auction items

- Develop and meet event revenue goals for existing and new events, manage event expense budgets utilizing metrics and data

Education & Experience

- BA degree or 5+ years related work experience
- Experience and training in Development/fundraising, non-profit work, and/or community organizing
- Knowledge and extensive experience in fundraising techniques, including initiating donor emails, visits, and fundraising calls, and experience with large electronic and postal fundraising appeals
- Knowledge and experience working with fundraising management databases
- Experience with the ministry of Holden Village a plus

Skills & Abilities

- High energy and passion for Holden's mission is essential
- Highly self-motivated and goal-driven; able to work with a high degree of independence as well as part of a team
- Displays a positive attitude, shows concern for people and community, is a good listener and demonstrates presence, self-confidence, and common sense
- Proven success in identifying and soliciting funds from a variety of sources and in developing relationships with donors
- Demonstrated ability to write clear and persuasive communications
- Excellent time management skills and a high degree of organization, attention to detail, ability to multitask and manage multiple projects and deadlines
- Familiarity with Holden Village and surrounding communities preferred, with flexibility to travel, the majority of which will be regional in scope
- Ability to work on selected weekdays, nights and weekend evenings as required
- Computer literacy and proficiency in the use of Microsoft Office software: Word, Excel, PowerPoint
- Ability to appropriately handle confidential matters and information
- Flexibility and willingness to assume new tasks and special projects
- Professional maturity and a sense of humor

To apply, please send resume and cover letter to staffing@holdenvillage.org.

Holden Village welcomes and embraces people of all races, ethnicities, religious backgrounds, gender identities, sexual orientations, and abilities. We strive to overcome learned prejudices and develop relationships across difference. We actively seek liberation and transformation through education, relationship, and engagement with the Village's core values.