Idaho Rivers United
Development Manager

<table>
<thead>
<tr>
<th>Job title</th>
<th>Development Manager</th>
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<td>Supervises</td>
<td>None</td>
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<td>Reports to</td>
<td>Executive Director</td>
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<td>Location</td>
<td>Boise, ID</td>
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Job purpose

The Development Manager is the lead role in executing and developing our fundraising and philanthropic strategy. The Development Manager will be responsible for all processes associated with donor cultivation, stewardship, and the moves management process, including individual, corporate, and foundational support.

The Development Manager supports a variety of efforts and must be comfortable working with people of all walks of life, highly organized, detail oriented, independent, flexible, and most importantly, have a passion for river conservation.

The Development Manager will work closely with the Executive Director and Membership coordinator to execute the organization’s long-term development growth and membership strategies.

Compensation: $43,000 - $48,000 (negotiable; DOE) plus health/dental/vision benefits, retirement savings, 4-day workweek, and unlimited vacation package.

Duties and responsibilities

- Meet the goals set annually for amount of revenue raised through giving channels, number of one-on-one visits made, and the number of prospects identified with a goal of aligning donor giving priorities, deepening relationships and securing gifts.
- Work with Executive Director to create, implement and manage the annual budget and guide fundraisers to meet annual and campaign goals.
- Participate in annual budget process and provide projections for revenue and expenses.
- Plan and execute annual calendar of stewardship, recognition, and community engagement.
- Provide supervision and support for statewide fundraisers and work in collaboration with Membership and Communications staff.
- Work collaboratively with Communications staff to assure a donor centric approach to activities and partnerships.
- With Comms staff, create and implement innovative statewide strategies for engagement and campaigns including strategy recommendations for direct mail and phone campaigns.
- Ensure donor recognition plan for fundraising is implemented.
- Research and identify sources of giving to support programs and increase donors and gifts.
- Build and manage a strong portfolio of 40+ prospects and donors, paying attention to the balance between discovery, cultivation, solicitation and stewardship.
- Collect, organize and record through CRM database all relevant donor data.
- Serve as ambassador for IRU to civic organizations, at galas, in making presentations, and in accepting and recognizing support.
Qualifications

- Must possess a passion for rivers and the mission of Idaho Rivers United
- Comfortable with gift solicitation, development and delivery of persuasive presentations, and creation of reports that may include technical information.
- Excellent interpersonal skills and a commitment to high level of customer services
- Exceptional organizational skills and systems building skills with high attention to detail
- 2 years + Experience in fundraising/ donor relations management database software
- College degree or equivalent professional experience

Preferred Qualifications:

- Bachelor’s degree (preferred)
- Prior experience in nonprofit advocacy.
- Experience in natural resource management, policy, and/or advocacy

We recruit, employ, train, compensate, and promote regardless of race, religion, creed, national origin, ancestry, sex, sexual orientation, gender identity (including gender variance, nonbinary, or gender fluidity), age, physical or mental disability, citizenship, service in the uniformed services, or any other characteristic protected under applicable federal, state, or local law. We are proud to be an equal opportunity employer.

To apply, please submit a resume or CV, cover letter, and 3 references to IRU’s Executive Director, Nic Nelson, nic@idahorivers.org. Please include “Development Manager” in the subject line. Position is open until filled.