



*Creating a Better Community through Bicycling*

## **DEVELOPMENT OFFICER**

### **THE ORGANIZATION**

The Cascade Bicycle Club (CBC) is a 13,000 member strong organization dedicated to creating a better community through bicycling. CBC is a local, regional and statewide leader in bicycle and transportation advocacy, and, through our 501(c)(3) Education Foundation, bicycle commuting programming and youth and adult safety education and training. Our sphere of influence includes environmental sustainability, health and fitness, youth development and livable communities. We produce 13 major bicycle events and offer 1,300 free recreational rides annually. Cascade is directed by an elected volunteer board and operates with 22 paid staff.

### **POSITION PURPOSE**

Cascade's Development Officer is the frontline fundraiser for individual and foundation giving who works to increase contributed income through membership and donations. S/he is an advocate for the organization who enjoys spending a substantial portion of her/his time building relationships with donors or prospective donors through meetings, phone conversations and events.

### **KEY RESPONSIBILITIES**

**Individual donor duties:** Directly responsible for strategy development, management and implementation of individual donor development program including:

#### Membership

Lead strategy development for member acquisition, engagement and retention. Manage membership program implementation. Oversee reporting.

#### Major Donor Giving

Cultivate, solicit, and steward individual donors. Recruit, train and support volunteer solicitors. Staff major donor campaign committee. Actively manage 400 prospects/donors annually. Establish and manage moves management system. Oversee donor research and reporting.

#### Annual Giving

Establish concept and case for support. Oversee writing, design and distribution of spring and year-end appeals. Manage development of annual report.

#### Campaigns

Create and manage special giving campaigns ranging from legal defense to youth programming and membership.

#### Events

Lead fundraising for Bike to Work Breakfast and BikePAC events.

#### Planned Giving

Establish a planned giving program.

**Foundation donor duties:** Manage grants program. Identify prospects and lead relationship building. Oversee research and writing. Participate in proposal development.

**Other duties:** Perform other duties as assigned.

### **EMPLOYMENT SPECIFICS**

- Reports to and is supervised by Deputy Director.
- Full time salary position.
- Monetary compensation commensurate with qualifications and experience.
- Benefits package.
- Some evening and weekend work required.
- Six month probationary performance review with annual review thereafter on or about hire date.

### **QUALIFICATIONS AND SKILLS DESIRED**

- Education: BA or equivalent in communications or related degree. MA and/or certificate in non-profit development preferred.
- Minimum five years of fundraising experience in a non-profit organization.
- Proven results in procuring individual gifts of \$5K and up.
- Experience managing individual donors, events, cultivation and major gift work.
- Ability to create, build and maintain strong relationships with major donors.
- Knowledge and prior use of prospect management systems.
- Exceptional organizational skills including ability to manage multiple projects and work accurately under deadline.
- Excellent interpersonal skills.
- Excellent written and oral communications.
- Strong Microsoft Office skills.
- Comfortable with fast-paced environment and deadlines.
- Team player with the ability to work independently.
- A “go-getter” attitude.
- Dedication to Cascade’s mission.

Cascade Bicycle Club is an Equal Opportunity Employer. Women, persons of color, and individuals with disabilities are encouraged to apply. Employment at CBC is of an at-will nature.

**TO APPLY, please send cover letter and resume to:**

[developmentofficer@cascadebicycleclub.org](mailto:developmentofficer@cascadebicycleclub.org)

**Subject line:** Development Officer