

**Title:** Senior Manager of Development and Communication

**Our Mission:** Rock Creek Conservancy exists to restore Rock Creek and its parklands as a natural oasis for all people to appreciate and protect.

**Overview:** The senior manager of development and communication will work closely with the Executive Director, Development Committee, and the Board of Directors to develop and advance effective fundraising through to further the Conservancy's mission and communications to raise the Conservancy's profile. The senior manager coordinates and assures implementation of strategies to cultivate and stewards donors and contributions to support the organization through events, direct mail, foundation and government grants, major donors, and corporate support. The senior manager supervises a small team of development and communication staff or contractors.

- Manage the fundraising database and oversee staff responsible for data entry, gift processing, producing acknowledgements, tracking Gala information, and producing renewal and membership mailings
- Support efforts by Executive Director, Board of Directors, Development Committee, and volunteers to engage fundraising for the organization
- Develop and manage editorial calendar for the organization
- Strengthen and implement individual giving and direct response programs
- Maintain an annual calendar of fundraising deadlines and activities
- Support program staff in foundation and corporate proposals
- Guide external communications through development and management of editorial calendar
- Monitor and evaluate the effectiveness of the entire development and communications program

#### **Position Requirements**

- Bachelor's degree and 4- 6 years of fundraising experience with demonstrated success
- Excellent written and oral communication skills
- Excellent interpersonal skills, ability to work independently and as part of a team
- Creativity, flexibility, and strong problem-solving skills
- Must be able to establish, track, and meet deadlines under time pressure and with great attention to detail
- Must be flexible to work evenings and extended hours when needed

#### **Desired Skills**

- Familiarity with Salesforce
- Experience using digital communication tools (including MailChimp), social media, and integration across platforms