



DREAM Adaptive Recreation, Inc.

Development and Special Events Manager Job Description

DREAM Adaptive Recreation, Inc. is based in Whitefish, Montana and is a chapter of Disabled Sports USA. DREAM's mission is to enhance the quality of life of individuals with disabilities by providing year-round outdoor adaptive recreational opportunities. Current programs serve over 300 athletes annually with the support of over 100 volunteers. DREAM is looking for a Development and Special Events Manager who wishes to use his/her skills in fundraising to advance our mission.

Job Title

Development and Special Events Manager

Job Summary

Reporting to the Executive Director (ED), the Development and Special Events Manager (Manager) will spearhead fundraising efforts as DREAM continues to grow. A new position in the organization, the Manager will have the opportunity to provide thoughtful input as we build on the existing strategies in place.

Primary Duties and Responsibilities

Fundraising

- With the support of the ED, create and execute a multi-year strategy for a large sustained base of annual individual donors and corporate sponsors
- Plan, administer and monitor fundraising programs, special events and activities
- Coordinate all aspects of events including but not limited to: timeline, agenda, budget, costs, marketing, sponsors, event committees, venue, décor, food, volunteers, vendors, etc.
- Maintain all data associated with special events, including gifts, donor information, corporate and individual sponsors
- Manage the daily development activities, working with the senior leadership on donor recruitment, cultivation and activation
- Develop and prepare high quality donor communications and marketing collateral, including but not limited to donor solicitations, website, and social media program
- Maintain ongoing relationships with major donors
- Maintain donor records including donation input, donor tracking and acknowledgement
- Process all contributions and reconcile gifts with bookkeeper
- Draft follow-up reports and other materials for internal record keeping
- Prepare cost-benefit analysis on DREAM's fundraising expenditures versus results
- Meet annual fundraising objectives, evaluating results and developing corrective strategies as needed

Grant Writing

- Identify grant sources and opportunities, track deadlines
- Prepare grant applications
- Draft proposals, letters, grant reports and other materials

Minimum Qualifications and Experience

- Individual must be enthusiastically committed to our mission, adaptive recreation background a plus
- Bachelor's degree from an accredited college or university, Master's degree preferred
- Minimum of 3 - 5 years of experience in the nonprofit sector with an emphasis on development / fundraising

- Proven track record of raising significant dollars for a nonprofit organization
- Demonstrated competence in planning, budgeting, and forecasting
- Demonstrated ability to interact in a professional manner with various stakeholders
- Experience building and maintaining long-term relationships with fundraising constituents such as major donors, foundations and corporations
- Ability to multi-task, meet crucial deadlines, and work with a variety of people in different situations
- Highly proficient in Microsoft Office Suite, Google Suite, email marketing software, mass mailings and direct mail, experience in Giftworks a plus
- Extremely organized, detail-oriented and self- motivated

Wages

Wages based on experience.

Hours

Part-time, maximum 30 hours a week. Variable schedule includes evening and weekend hours. Potential opportunity to expand role into a full-time position.

To Apply

While the position will remain open until filled, applicants are encouraged to apply before September 10th, 2018 to receive full consideration. Send your resume with a cover letter and three professional references to Julie Tickle, jtickle@dreamadaptive.org.