



POSITION ANNOUNCEMENT – FUND DEVELOPMENT MANAGER

DATE POSTED

TITLE Fund Development Manager

EMPLOYMENT Full-time employment

LOCATION USA – provide your own office

DEADLINE Rolling until position is filled

SALARY \$50,000 - \$60,000 depending on experience (with benefits)

America Walks is a small, but mighty, national 501(c)(3) non-profit organization that is leading the way in making America a great place to walk. We provide a voice for walking and walkable communities with federal agencies, provide strategy support, training and technical assistance to statewide, regional, and local organizations, and serve as the convener of walking advocacy organizations.

POSITION OVERVIEW

We are looking for an organized and driven individual to work closely with our Executive Director to implement a comprehensive fundraising strategy for our organization. This individual will

- Manage a metric-driven program for contacts by America Walks ED, Board and staff with existing and potential donors
- Support executive director in direct fundraising and partnership outreach.
- Help to identify, cultivate, and steward individual and corporate sponsors
- Research and identify new sources of program revenue and foundation grants
- Oversee grant application processes, including assisting with grant writing
- Assist with sponsorship outreach for our bi-annual National Walking Summit
- Work with staff to increase the visibility of America Walks among all constituencies, leading to greater annual giving and grant awards through marketing strategies that support the focused objectives of the organization
- Other activities as needed in support of America Walks mission

EEO/AA STATEMENT

America Walks is an equal opportunity organization with a strong commitment to diversity. Additional organization information can be found at www.americawalks.org.

PO Box 70742
Bethesda, MD 20813
503 610 6619
www.americawalks.org

KNOWLEDGE, SKILLS AND ABILITIES

Minimum Qualifications

- Bachelor's degree
- Strong program management skills, including the ability to manage multiple tasks, and set and track deadlines.
- Self-directed and independent, but also effective collaborator and team player
- Excellent communication skills, both written and verbal
- Deep understanding of and dedication to advancing diversity, equity, and inclusion work
- Demonstrated ability to effectively drive outcomes in a team environment.

Preferred Experience or Knowledge

- Non-profit or political campaign direct fundraising experience
- Training in nonprofit management or fund development
- Experience in donor stewardship
- Experience in writing grant proposals
- Experience working in diverse communities and with different populations

HOW TO APPLY

If you feel you are a qualified candidate, please submit the following content in the required format. Applications will be accepted on a rolling basis until position is filled. Questions should be directed to jobs@americawalks.org. NO phone calls, please.

REQUIRED DOCUMENTS

1. One-page cover letter – Please be clear and specific about how your background is relevant to the requirements of the job.
2. Your resume

APPLICATION FORMAT

All documents must be emailed, as an attachment, in **one PDF file to jobs@americawalks.org**.

The PDF file must be named as follows: **Last Name_First Name_Fund Development.pdf**; eg. Smith_Samantha_Fund Development.

The **subject line of your email must say “Fund Development Application.”** The reviewers will not see the body of your email, so please keep that message concise.

See our website: www.americawalks.org