



POSITION ANNOUNCEMENT – FUND DEVELOPMENT MANAGER

DATE POSTED**TITLE** Fund Development Manager**EMPLOYMENT** Full-time employment**LOCATION** Remote USA – provide your own office**DEADLINE** Rolling until position is filled**SALARY** \$60,000 - \$75,000 depending on experience (with benefits)

America Walks is a small, but mighty, national 501(c)(3) non-profit organization that supports walkable, accessible, equitable and inclusive communities for all. We support grassroots advocacy and use our voice at a national level in service to these goals. Why join us? We have an expansive vision and the work matters to improving people’s lives. We believe in the power of storytelling, advocacy and campaigns to change communities and the planet. Our staff and board care about the work, and about developing our skills and the skills of people in the movement. We could use someone as passionate as we are to be part of the team.

POSITION OVERVIEW

We are looking for an organized and driven individual to work closely with our Executive Director and staff 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
- Direct fundraising and partnership outreach in support of Executive Director
- Help to identify, cultivate, and steward individual and corporate sponsors
- Create and oversee email and online fundraising strategy as part of a comprehensive communications strategy
- Research and identify new sources of program revenue and foundation grants
- Oversee grant application processes, including assisting with grant writing
- 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

PO Box 371
Annandale, VA 22003
www.americawalks.org

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.

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 energetic collaborator and team player
- Excellent communication skills, both written and verbal in a virtual environment
- Deep understanding of and dedication to advancing diversity, equity, and inclusion work
- Demonstrated ability to effectively drive outcomes in a team environment
- Cultivates growth, possessing a drive to gain knowledge and develop skills

Preferred Experience or Knowledge

- Non-profit or political campaign direct fundraising experience, in particular experience with "call time."
- Training in nonprofit management or fund development
- Experience in donor stewardship
- Experience with email and online marketing and fundraising
- 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 the 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 or CV

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. **Jones_Alexis_Communications Manager**.

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

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