

February 10, 2023



# Development Manager

## Rain City Rock Camp

*Seattle, Washington*

**Position will remain open until filled. Applications will be accepted on a rolling basis, with priority deadline by March 10th, 2023.**

Join our dynamic music and gender + racial equity organization! Rain City Rock Camp seeks a full-time Development Manager to manage the fund development (grants, corporate and individual donations) and set development and communications strategy. See below for job description and qualifications, and instructions on how to apply.

### **Overview**

Rain City Rock Camp is a Seattle-area nonprofit that empowers girls, women, trans and nonbinary youth and adults to thrive in a community of allies and activists, using music as a tool to inspire creative expression and advance equity.

Founded in 2008 as a passion project to inspire belonging and liberation through music, Rain City Rock Camp is a robust organization engaging 400+ women, girls, and gender expansive individuals each year. Our community and impact has expanded to year-round programs including the Seattle Summer Camp, South Sound Rocks! Camp, Adult Rock Camp, Amplified Teen Voices (youth leadership program), and our Advanced Music Program. Last year we expanded our facilities to include the Umbrella, to enable year round RCRC programming and a community space for practice/rehearsal space and gatherings.

Our staff is a small and collaborative team that values and seeks team members who are innovative, flexible, professional, fun, responsible, and solution-oriented.

### **Position Description**

Rain City Rock Camp is seeking a Development Manager to further our strategic goals and mission of the organization. The position will focus on: individual and corporate gifts, planning of the annual gala, donor data management, and advising on communications, social media, and marketing strategies. The ideal candidate has some experience in these key areas and thrives in an all-hands on deck team culture. Our organization is growing, and we need a new member of the team to focus on structures to grow support for RCRC so we can achieve all of our big goals.

This is an excellent opportunity for a data-fluent storyteller with stellar networking skills, attention to detail, great communication skills, strong project management skills, computer skills, and enthusiasm for working as part of a team. The successful candidate will be joining a team of awesome co-workers in a casual workplace, sometimes onsite for programs, and most of the time in our small office.

### ***Annual Fall Gala and Auction***

- Co-lead planning and execution of our annual fall gala & auction, including celebrations recognizing our 15th anniversary year (2023)
- Develop and implement event production plan for an auction and gala with 250 attendees, including all vendor coordination, event logistics, and program development
- Co-manage the Gala Committee's volunteer-led activities around procurement, event design, and audience development
- Co-manage event logistics the night of the event

### ***Corporate Donors***

- Steward corporate engagement and relationships; coordinate in-kind donations
- Cultivate and recruit sponsors with support from the ED and Board of Directors
- Build and sustain corporate sponsorship program that has several programmatic and event touch-points

### ***Individual Gifts***

- Manage and grow the individual giving program, including the monthly giving program
- Collaborate with the Executive Director, Board of Directors, staff, and committees to steward donor relationships
- Prepare online and social media appeals and track progress on goals
- Provide excellent customer service for donors and respond promptly to all inquiries
- Maintain accurate and complete development and donor data

### ***Grants***

- Coordinate with grant writer to maintain grants calendar, update grants language, and ensure grants are properly submitted
- Collaborate with staff for needed narrative, reports, and site visits
- Collaborate with ED to establish and maintain relationships with RCRC funders to build grants program

### ***Marketing and Communication***

- Build a sustainable communications strategy to market programs to recruit diverse camper and volunteer base amongst direct service partners, participants, vendors, sponsors, and other key stakeholders
- Support the Program Managers with copywriting, producing e-newsletters, web content, marketing materials, website content, and regular social media content
- Represent RCRC at special events

### ***Ideal Candidate***

We seek a Development Manager who brings their strengths, experiences, and curiosities for growth into their role - not a perfect match. As a learning organization, we are committed to making space for vulnerability, observations of patterns, and questioning for values alignment. In that spirit, we seek a candidate who reflects many of the following attributes and skills:

### ***Qualifications***

- Strong event, project management, planning, and coordination skills

- Ability to communicate effectively verbally and in writing
- Experience in fundraising and funds stewardship
- Demonstrated relationship-building skills to cultivate networks
- Planning and execution of nonprofit auctions and galas
- Experience creating basic communications strategies
- Experience with working in communities of color, LGBTQIA+ communities, youth, and/or gender marginalized communities.

***Core competencies for success in this role***

- Proven commitment to racial equity and social justice, particularly in dismantling white supremacist dominant culture and examining the ways we collude with its practices
- Commitment to collaborative leadership; enthusiasm for teamwork
- Ability to ask for, offer, and respond to productive feedback and curiosity to address and examine conflict
- Highly organized and detail-oriented
- High level of dependability and reliability
- Creative thinker who can develop non-traditional solutions

**Additional Details and Application Instructions**

This position is 40 hours a week, hourly, with a pay range of \$55,000-60,000 annually DOE. Includes employer sponsored medical/dental, vision. Life and long-term disability coverage, 10 days of sick leave, 10 days of paid time off, 12 paid holidays, 2 days of volunteer time off, monthly cell phone allowance, and work flexibility. Hybrid/remote work option as appropriate, with some required in-person activities. Staff members are required to present proof of COVID-19 vaccination.

Please visit our website at [www.raincityrockcamp.org](http://www.raincityrockcamp.org) for more information about RCRC. To apply, please send a cover letter, summarizing your interest and qualifications, along with your resume, to [jobs@raincityrockcamp.org](mailto:jobs@raincityrockcamp.org). Applications will be reviewed on a rolling basis. For priority consideration, we encourage you to apply as soon as possible. Position is open until filled. People of color, women, trans people, and gender expansive people are strongly encouraged to apply. RCRC is an Equal Opportunity and queer-friendly employer.