



**Job Title:**  
**Development Manager**

<b>Salary/Wage:</b> \$60K – 67K	<b>Exempt/Non-Exempt Status:</b> Salaried, non-exempt (overtime eligible)
<b>Location/Remote?:</b> Hybrid/ Greater Seattle Area	<b>Department/Program:</b> Development
<b>Regular/Temporary:</b> Regular	<b>Part-Time/Full-Time:</b> Full-Time
<b>Reports to:</b> Director of Development	<b>Supervises Employees (Y/N)?</b> N

**Who is EarthGen?**

EarthGen, founded in 2011, is a 501(c)3 nonprofit organization that guides and supports youth, educators, and school communities to become leaders for a healthy environment. Our programs are focused on youth, helping them find their voice as leaders and changemakers. We know that investing in and partnering with young people is a powerful way to address climate change—youth action is climate action. We aim to support their efforts to improve their environment today and for the future. At EarthGen, we partner with educators and K-12 school communities to provide learning opportunities for their students that are anchored in science and offer engaging, place-based, and authentic learning experiences right on their school campus. We have a statewide presence and are strategically focused on increasing that presence across Washington.

We are committed to the journey of racial equity. In service to that commitment, we have a racial equity policy to support our efforts to seek out areas where our commitment is evident throughout the organization and where it needs to grow.

As we evolve and expand, we are undergoing a rebuild of staff and board, including an Executive Director, to help set the path forward for the next phase of EarthGen’s development as an organization. Programmatically, we are eager to continue developing environmental and sustainability education programs that elevate the knowledge and experiences of all students and can support youth and communities in learning and growing together as we work toward identifying best practices in youth-centered education and engagement.

Our small but mighty team of talented professionals is excited and ready for this next stage of evolution. We are dedicated to creating and maintaining a culture of quality work, mutual respect, collaboration, strategic and thoughtful growth, and a commitment to being excellent partners both internally and externally.

As EarthGen reimagines its team, we are looking for new members who are ready to join us on this growth journey. Together, we aim to build a culture of kindness, care, and excellence for one another and the students, teachers, and communities we serve. We seek individuals who represent diverse lived experiences and cultural backgrounds.

We want EarthGen to be a great place to work and have recently assessed how we show up for our team. As a result, we now offer winter and summer holiday week-long breaks, an intentional focus on self-care, competitive wages, and a hybrid work environment.

To successfully navigate our current change process, we need team members who are committed to our mission, values, and continuous improvement—recognizing that perfection is not the goal, but rather excellence in our service and learning. We believe that changemakers can be anyone, especially students, and we seek individuals who are ready to show up alongside us as reliable, dependable collaborators with our partners and elevate the EarthGen brand in positive ways. If this resonates with you, please review the job posting below and apply. We want to talk with you.

### **Job Summary**

The Development Manager (DM) will work with the Director of Development and Communications Manager to expand EarthGen's community of donors and supporters and position the organization for long-term growth.

Excellent written and interpersonal communication skills are critical in the role. The DM will have the capacity to create trusting, positive relationships with donors and partners and be skilled at developing and executing fundraising and stewardship events and activities. A passion for the mission of EarthGen and a commitment to racial equity are essential. The DM will report to the Director of Development.

### **Primary Responsibilities and Duties:**

#### *Fund Development & Donor Relations:*

- Manage a portfolio of base and mid-level individual donors (\$1-\$999)
- Craft and deliver fundraising communications and campaigns that center the communities we serve and engage EarthGen donors
- Manage two-three annual fundraising campaigns, including developing appeal letters, emails, and social media posts
- Plan and execute fundraising, stewardship, and brand awareness events

- Coordinate and support the corporate giving program
- Implement donor acknowledgment processes, including donation receipts, thank you calls, and letters
- Assist with writing grant proposals and donor impact reports
- Support EarthGen's board in fundraising efforts

*Database Management:*

- Ensure donor database records are maintained and accurate
- Oversee gift entry and generate donor acknowledgment letters
- Manage queries, reports, and dashboards

**Work Environment - e.g. Indoor and/or outdoor setting, classroom, outdoor noise, exposed to weather etc.**

- Mostly indoor at home or in office
- Some school site visits to classrooms and outdoor campuses
- Some visits to district and educational service districts offices, or other partner locations throughout WA state currently, with potential to expand beyond WA state

**Physical & Other ADA-Related Requirements:**

- Conduct up to and sometimes more than 8 hours/day of online work and meetings on a computer screen in a seated position
- Occasionally carry boxes and containers of supplies weighing up to 25 lbs.
- Occasionally drive several hours during daytime and nighttime including evenings and weekends to visit sites of program engagement
- Working hours occasionally include nights and weekends
- Climb stairs or use wheelchair accessible ramps, ADA facilities with ease

**Qualifications, Education & Experience:**

- Passion for EarthGen's mission and a commitment to equity and environmental justice
- 2+ years of development, communications, or outreach experience in a nonprofit environment
- Strong interpersonal skills and comfort interacting with donors and partners
- Strong writing skills
- Experience with donor databases
- Proficiency in Microsoft Office and Google Suite

***A background check will be required.***

**Benefits:**

- Healthcare (dependent deductible coverage), vision, dental; winter and summer holiday week-long breaks, intentional focus on self-care, competitive wages, hybrid work environment.

**How to Apply:**

Email a cover letter that speaks to your experience, two writing samples, and a resume to [hr@earthgenwa.org](mailto:hr@earthgenwa.org) with the subject line: DEVELOPMENT MANAGER. We must have the cover letter, two writing samples, and resume for you to be considered.

**Date revised: 10/2024**

*EarthGen values diverse perspectives and life experiences. Applicants will be considered regardless of race, color, creed, national origin, ancestry, sex, marital status, disability, religious or political affiliation, age, sexual orientation, medical condition, or pregnancy. EarthGen encourages people of all backgrounds to apply, including people of color, immigrants, refugees, women, LBGTQ, people with disabilities, veterans, and those with diverse life experiences. EarthGen is an Equal Opportunity Employer. We prohibit discrimination and harassment of any kind based on race, color, sex, religion, sexual orientation, national origin, disability, genetic information, pregnancy, or any other protected characteristic as outlined by federal, state, or local laws.*

*This job description is not a comprehensive list of the duties and responsibilities of the position -duties and responsibilities may change without notice.*