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MUDDY SNEAKERS
THE JOY OF LEARNING OUTSIDE (/)

Development Officer

United States Full-Time

Job Openings (/) > Development Officer

Job Title: Development Officer

Location: Salisbury, NC

After four years of programming in the Piedmont of NC, Muddy Sneakers is investing in a development position in furtherance of regional growth. We're seeking a skilled fundraiser who loves building community while working to grow a proven programmatic model. The purpose of the position is to raise increased revenue for Muddy Sneakers' Piedmont programming through individual giving, community building, grant writing, and corporate sponsorship, this position will be an integral part of the Muddy Sneakers Development & Communications team. Passionate team, benefits, and flexible work environment included.

Essential Roles and Responsibilities:

- Work with Development Director and local volunteer leaders to identify and engage volunteers, regional businesses, organizations, and foundations that can further the work of Muddy Sneakers.

Apply To Position (/p/68eb9d83b5db-development-officer/apply)

Use My Indeed Resume

Apply Using LinkedIn (https://app.breezy.hr/api/apply/linkedi position_id=68eb9d83b5db)

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- Develop and execute a strategy alongside the Development Director and Outreach Associate for regional events, implementing new initiatives and elevating/securing corporate partnerships that drive

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rly in the Piedmont. These events require skills in elations, and mission engagement.

- Manage all annual regional grant prospecting, writing, and reporting, while stewarding and elevating current regional Foundation relationships.
- Support the Development Department across all fundraising initiatives and efforts as requested.
- Contribute to organizational storytelling, curating connections with regional media and influencers.

Other Roles and Responsibilities:

- Contribute to positive organizational culture through intentional and identifiable actions.
- Work effectively across all departments to ensure knowledge and alignment of funding needs and opportunities.
- Support employee engagement in the stewardship and recognition of donors across the organization.
- Work effectively within budget and help manage the resources and expenses within the department

Supervisory Duties:

- This is not a supervisory position, but does require engagement with high-level donors, partners, and volunteers and requires successful leadership skills for managing cross-departmental projects.

Qualifications:

Knowledge, skills, and ability:

fundraising events.

- Proven ability to work both independently and as part of a dynamic and fast-paced team

- communicate professionally and effectively both in writing and in person with a variety of constituents
- Proven success in sponsorship sales and accountability to the budget
- Ability to manage multiple projects at once with significant attention to detail
- Strategic thinker with the ability to balance short term needs with long term planning and growth over time
- Excellent collaboration skills, organizational skills and astute attention to detail
- Ability to manage within identified budgets and timelines
- Experience working successfully with a variety of constituents, high-level volunteers, partners, and team members

In addition, the Development Officer will demonstrate the following competencies:

- Energetic work style-driven for success with a positive attitude that energizes others
- Project Management-identifies and thinks through all necessary steps of a project, sets appropriate deadlines, moves seamlessly between prioritized tasks, identifies required participants, and holds self and others accountable to outcomes and deadlines
- Strategic Thinking-takes into account and analyzes various points of view and data to form a perspective appropriate for the execution of a plan that is in line with organizational priorities, including identifying or anticipating problems and implementing solutions
- Creative and Innovative Thinking- is able to effectively build partnerships that meet the needs of the community and of Muddy Sneakers

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- Professional experience of three years or more in any of the following areas is desirable: fundraising; donor development; portfolio management; grant writing; project management; volunteer engagement

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Experience:

- Proven experience in fundraising, donor engagement, and grant writing
- Proven experience working with and engaging leadership volunteers and corporate executives
- Experience working in a professional office environment
- Nonprofit and fundraising experience preferred
- Experience specific to independent work with donors, companies, and service organizations

Work Environment:

- This position is in service of Muddy Sneakers' Piedmont office based in Salisbury, NC. Remote work is an option, but the candidate must be located within the Piedmont area, with some days in office. The expectation is that the Development Officer will work regularly with regional Piedmont Advisory Council members, volunteers, Piedmont program staff, and Muddy Sneakers' Home Office staff.
- This position must be able to work independently and integrate into major donor and professional corporate environments.
- Some statewide travel is required.
- Some evening and weekend work is required.

Physical activities:

- Possible moving of boxes that contain programming or other materials (not a requirement)

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$50,000 per year
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- 10% health insurance stipend

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- Competitive PTO schedule with days awarded, not accrued
- 11 additional paid office holidays as well as closure the last week in December
- Reduced hours summer schedule
- Respect for work-life balance, including consideration of flexible schedules
- Opportunity to build a legacy through strengthening public education and connecting children to nature

To apply:

Submit a resume and cover letter.

Position target start date September 1, 2021. This position is open until filled.

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