

## **Wilderness Leadership & Learning (WILL)**

**Position Development & Events Manager** (Full-Time, Exempt)

**Salary Range:** \$60,000 - \$68,000/year

**Location:** 1140 Connecticut Ave, NW, Suite 1200, Washington, DC

**Work Arrangement:** Hybrid; with three days/week in the Washington, DC office

**Application Deadline:** April 17th

**Expected Start Date:** Mid-May 2026

WILL seeks a **Development & Events Manager (D&EM)** to join the team. Reporting to our President, the D&EM will bring a passion for our programming and mission with the ability to assist drive revenue generation and support overall development and events growth for WILL.

### **About WILL:**

2025-2026 marks WILL's 22<sup>nd</sup> year providing quality positive youth development programming for District of Columbia area youth from underserved/under-resourced neighborhoods. WILL is a transformative, holistic, 12-month experiential learning, youth leadership, and life skills development program that unleashes the potential of and positively impacts the youth with whom we work.

WILL's mission is to provide diverse growth experiences and challenging learning opportunities to inspire youth to make good decisions, become effective leaders, and achieve their goals.

### **About the Role:**

The D&EM will play an important role in advancing WILL's fundraising strategy and deepening donor engagement efforts. Working closely with and reporting directly to the President, the D&EM will support the execution of WILL's annual fundraising plan to include development and implementation of events, and stewardship of current and prospective funders.

The D&EM can expect their work to include:

#### **Development Strategy**

- Partner with the President and Board of Directors to support the execution of WILL's annual development and stewardship strategy
- Contribute to the planning and implementation of fundraising initiatives that advance annual revenue goals and support WILL's programs and organizational growth

#### **Fundraising & Friendraising Events**

- Collaborate with the President to develop and implement the strategy, concepts, themes, and formats for the WILL Power Party (WPP), the organization's signature fundraising event to engage donors, increase brand awareness, and grow revenue

- Coordinate all aspects of the WPP, including budget management, communications, donor outreach, fundraising software, and vendor, venue, consultant, and volunteer coordination before, during, and after the event to ensure flawless efficiency and optimal attendee and sponsor experience
- Manage post-event activities, including, but not limited to, debrief meetings, donor recognition and stewardship, financial reconciliation, reporting, and data entry
- Plan and execute two to three smaller-scale donor engagement events annually to support fundraising goals and relationship-building efforts

### **Individual Donor Stewardship and Management**

- Partner with WILL's President to identify, cultivate, and solicit individual donors
- Manage and develop existing donor initiatives and donor appeals and campaigns focused on acquiring new donors and strengthening relationships with existing donors
- Develop and manage a monthly donor program to expand recurring donor support and increase long-term donor engagement

### **Fundraising Operations and Gift Entry**

- Develop and maintain regular progress-to-goal reports and development dashboard for the President and Board of Directors to track fundraising performance and revenue goals
- Ensure accurate and timely gift entry, revenue tracking, and documentation of all development activities
- Maintain the integrity and accuracy of all donor records and reports in WILL's CRM
- Ensure timely acknowledgement of gifts, including donor thank-you communications and tax receipts, in accordance with nonprofit best practices

### **Required Qualifications:**

- 3+ years of nonprofit development experience
- 2+ years of experience with development CRM systems
- Demonstrable experience and success as a fundraising generalist, with hands-on experience with annual giving, special events, grants, and online giving campaigns
- Outstanding project management skills
- A high level of integrity and ability to manage and keep confidential sensitive information about donors, partners, and beneficiaries

### **Desired Qualifications:**

- A dynamic, professional, and poised brand ambassador for WILL, embracing the opportunity to promote and embody WILL's 22-year history of demonstrated positive youth development
- A reliable and friendly communicator who reaches out and follows up with professional persistence
- A creative thinker and willing to test out new ideas
- Exceptional attention to details
- A self-motivated, strategic thinker who is comfortable working independently

**Location and Benefits:**

- Candidates must be within commuting distance of WILL's office at 1140 Connecticut Avenue NW, Washington, DC
- Employee Health insurance (medical, dental and vision) – 100% of the premium cost for the base policy is paid by WILL
- Retirement benefits

WILL offers a competitive benefits package designed to support employee well-being and work-life balance, including:

- Paid office closure between Christmas and New Year's Day
- Ten (10) paid holidays annually, including nine federal holidays and the day after Thanksgiving
- New employees accrue five (5) days of paid annual leave per year during their first two calendar years of employment
- Employees accrue three (3) paid sick days per year
- Employees receive two (2) additional paid flex days annually to use at their discretion

**HOW TO APPLY FOR THIS JOB:**

Applicants should use this link:

<https://docs.google.com/forms/d/e/1FAIpQLScL-dH7eH9TqB3sPnRd009PDtADyTIx8o7JcI467eQaj3K7fQ/viewform?usp=sharing&oid=105176067161115237201>

As a condition of employment, all persons offered employment with WILL must pass a background check, complete the I-9 form and other requisite government documents

Wilderness Leadership & Learning, Inc. is an equal opportunity employer. It does not discriminate on any basis prohibited by law, including, by way of example, race, religion, color, marital status, personal appearance, sex, sexual orientation, gender identity or expression, family responsibility, age, national origin, political affiliation, veteran status, or disability.