Title: Director of Development and Communications  
Location: Venture Outdoors Office, South Side  
Reports to: Executive Director  
Employee Status: Exempt  
Hours: Full-Time  
Salary: $60,000 Annually  
Contact: jobs@ventureoutdoors.org

Venture Outdoors is a nonprofit organization dedicated to connecting everyone to the benefits of outdoor recreation throughout Southwestern Pennsylvania. We provide a variety of activities that inspire an active lifestyle, promote the region’s unique natural amenities, highlight its excellent quality of life, and foster a greater appreciation for the environment.

The Director of Development and Communication is responsible for managing and growing the organization’s unrestricted funds development associated with sponsorship, fee for service and donations as well as guiding the overall communication strategy. This position reports directly to and supports the Executive Director in fund development planning and implementation.

Primary Responsibilities:

Development 65%

- Develop and implement the organizational fund development plan in partnership with the Executive Director.
- Implement fundraising strategies associated with all sponsorships, fee for service and donations.
- Manage fee for service programming.
- Establish fundraising metrics and oversee performance against goals.
- Cultivate relationships with local elected officials, for profit entities, community leaders and nonprofit organizations leading to mutually beneficial partnerships.
- Execute major donor event planning and management.
- Development and management of the annual Banff Center Mountain Film Festival World Tour in coordination with development staff.
- Development of fundraising outdoor trips in coordination with program staff.

Communications 20%

- Directs design and development of marketing materials, identifies technologies to disseminate messages and proactively executes established marketing plans.
- Develop and direct implementation of annual marketing communications plan and budget.

Operational 15%

- Provides outreach to communities, media, municipal governments, elected officials, and non-profit organizations with similar objectives and interests.
- Manage the Membership Manager and Communications Coordinator providing training, resources, guidance and annual performance reviews.
- Establish and manage department budget within broad parameters.

Qualifications

- Demonstrated fundraising experience related to sponsorship, membership and/or individual donations.
- Demonstrated ability to secure cultivate and secure gifts over $10,000.
- Demonstrated experience in professional or managerial roles in one or more fields of Marketing, Public Relations, Business Development, Sales Management, Communications, Institutional Advancement or Non-profit Development.
- Comprehensive knowledge of management, sales and communications concepts and processes
- Demonstrated ability to communicate effectively at all levels of organization including proven track record of relating to and influencing executive level decision makers.
- Demonstrated ability to think strategically and create and execute plans that fulfill organization objectives and goals.
- Knowledge of non-profit organization management and development operations as gained through prior experience in non-profit staff or board roles.
- Dedicated and committed to the mission of Venture Outdoors.

Requirements

- Current CPR and First Aid certifications (can acquire upon hiring)
- PA State Act 33/34 Background Clearances and FBI Background check (can acquire upon hiring)
- Familiarity with Salesforce and/or other CRM systems
- Familiarity with website design and maintenance
- Strong management skills
- Must be able to lift 50 pounds over your head
- Flexibility to work where necessary on the weekend, evening and holiday hours

To apply please send a cover letter and resume/cv to jobs@ventureoutdoors.org. Please include "Director of Development & Communications" in the subject line.