

Camp Fire First Texas Job Summary

Position: Development Manager

Status: Full-Time

Location: Fort Worth, Texas

Salary Range: Will commensurate with experience

Job Summary: This position works within the Development Department and is responsible for the success and development of special events including meeting fundraising goals, recruiting and managing volunteer committees, and organization of event details, activities and vendors. Additionally, the Development Manager is responsible for annual giving including unrestricted donations through individuals and corporations, direct mail, online giving, and third party events.

Essential Functions:

- Manage planning, execution and logistics of fundraising special events for Camp Fire First Texas
- Manage the annual giving program including direct mail appeals and acquisition, cultivation and stewardship of individual and corporate donors
- Meet annual fundraising goals for special events and annual giving
- Recruit and manage volunteer committees
- Ability to collaborate and work in partnership with all Council departments
- Develop and manage budgets for each event
- Ability to set priorities and meet deadlines

Required Knowledge/Skills/Abilities:

- Experience in special events
- Experience in direct mail and/or multi-channel giving
- Organizational skills/experience
- Communication and writing skills (letters, presentation of ideas)
- Experience with volunteers
- Community contacts
- Experience in donor software

Preferred Knowledge/Skills/Abilities:

- Management skills/experience preferred
- Experience in donor relations and moves management
- Graphics design experience and knowledge of Adobe Illustrator or InDesign is preferred
- Knowledge and experience with use of event registration and auction software preferred
- Knowledge of Raisers Edge is preferred

Camp Fire's Culture:

Camp Fire First Texas is one of the largest Camp Fire councils in the country. Programs are for boys, girls and their families and include camping, after school programs, teen services, environmental education, and school readiness, in addition to professional development for early childhood educators. In Camp Fire, children and youth find a safe, fun and inclusive place – a place where they form lasting relationships, develop a sense of belonging and make positive contributions to the lives of their families



and their community. Camp Fire youth have life-enhancing experiences and develop assets essential to their futures. Camp Fire changes young lives for the better in our community. Inside and out.

To Apply:

Interested persons should [apply online](#) and attach a cover letter, resume & salary requirements.

View other open positions at <https://www.campfirefw.org/about-us/employment/>.

Camp Fire First Texas is an Equal Opportunity Employer. The organization will not discriminate against any individual because of race, color, religion, creed, sex, age, national origin, disability or other reason prohibited by the fair employment laws. Reasonable accommodation will be provided in an effort to advance employment opportunities for individuals with disabilities. Employment at Camp Fire First Texas is on an at-will basis. The employee and the organization are each free to terminate the relationship at any time without cause.

*Due to the volume of responses, only qualified parties will be contacted. **No phone calls or emails, please.***