



Annual Fund & Events Specialist

This position description is intended to describe the general nature and level of work being performed by people in this category. It is not intended to be an exhaustive list of all responsibilities, duties and skills required of people in these positions.

DATE: November 7, 2023

DEPARTMENT: Advancement

REPORTS TO: Director for Advancement

POSITION CLASSIFICATION: Permanent, Part-time, Non-Exempt/Hourly, Remote

ORGANIZATION

Mission:

Growing from the love of Christ, Holden Village is a courageous community that welcomes all people into the wilderness to form and renew their relationships with God, the earth, and each other.

Holden Village is a wilderness retreat center founded in the Lutheran Church and located in the midst of the Cascade Mountains in Washington State. Since 1962, Holden Village has transformed a former copper mining town into a vibrant place of education, programming, and worship. Holden Village welcomes and embraces people of all races, ethnicities, religious backgrounds, gender identities, sexual orientations, and abilities. Holden Village has been a Reconciling in Christ congregation since 1985.

More than 6,000 people visit and/or volunteer each year. Holden Village is a 501C-3 non-profit organization. Sixty percent (60%) of our operating budget is derived from fees paid by guests; forty percent (40%) is derived from annual donations. For more information visit: www.holdenvillage.org

POSITION SUMMARY

Working in partnership with the Director for Advancement, the Annual Fund & Events Specialist will coordinate, oversee and manage individual fundraising efforts for the annual fund, and special fundraising and community outreach events for Holden Village. They will develop a fund base and volunteer base that will allow Holden to accomplish its program and ongoing project goals. The successful candidate will be self motivated, entrepreneurial, detail-oriented and a successful relationship builder.

This is a Puget Sound-based position, primarily working from home with occasional travel within the Pacific Northwest and Midwest and regular trips into a remote wilderness village. Estimated 15-20% of time over the course of a year will be spent traveling or on-site at Holden Village, with higher volume expected in the summer months and other high-peak guest times in the Village.

MAJOR FUNCTIONS

Specific responsibilities include but are not limited to the following:

- Work with the Director for Advancement to establish long term goals and objectives, to strategize annual campaign, special events and other fundraising efforts
- Manage, coordinate and implement comprehensive individual annual giving program
- Manage a portfolio of mid-level donors by maintaining frequent contact with current annual donors and developing new relationships with prospects
- Ensure proper donor recognition and stewardship
- Supervise donor database position and ensure proper gift processing and financials in adherence to gift acceptance, gift counting, and gift processing procedures
- Research individual donor and prospect information
- Develop strategies for new donor acquisition and growth
- Assist in the creation of external content and collateral, such as appeals, newsletters, videos, brochures, social media, website, and invitations
- Lead planning of fundraising and community engagement events, both on and off-site, working with internal departments to determine and deliver the objectives for the event from conception to event evaluation
- Develop and meet event revenue goals for existing and new events, manage event expense budgets utilizing metrics and data
- Act as a spokesperson for the Holden Village as needed to promote the Village, bring in funding, and recruit volunteers
- Track and properly document all activities and complete necessary reporting requirements as requested by the Director for Advancement

KNOWLEDGE, EXPERIENCE, SKILL & ABILITY REQUIREMENTS

Specific knowledge and skills include but are not limited to the following:

Education & Experience

- BA/BS degree and/or combination of 3+ years related work experience and education
- Experience and training in fundraising, non-profit work, and/or community organizing
- Knowledge and experience in fundraising strategies, including initiating donor emails, visits, and fundraising calls, fundraising events like auctions, and experience with large electronic and postal fundraising appeals
- Familiar with donor databases and other fundraising technology
- Experience with the ministry of Holden Village a plus

Skills & Abilities

- Excellent time management skills and a high degree of organization, attention to detail, ability to multitask and manage multiple projects and deadlines
- Highly self-motivated and goal-driven; able to work with a high degree of independence as well as part of a team
- Strong communications and presentation skills
- Ability to work on selected weekdays, nights and weekend evenings as required
- Demonstrated ability to write clear and persuasive communications
- Commitment to the mission, vision and values of Holden Village
- Strong customer-service mindset and commitment to accountability

COMMUNITY EXPECTATIONS (particular knowledge/skills related to living and working in the Holden Village Community)

- Enthusiasm for and ability to work in a remote wilderness setting
- Willingness to participate in a mutual review after 6-months and 1-year on staff
- Pledges to work in ways that support and fulfill Holden Village's [Mission, Vision, and Values](#) and commits to the terms of the [Staff Agreement](#)
- Abides by Holden Village's [Community Health Protocols and Practices](#)
- Extends genuine hospitality to all Villagers
- Upholds and works to further Holden Village values of diversity, equality, respect, sustainability, and spirituality as articulated in the [Strategic Plan](#)
- Be a community leader and role model by serving the village in roles such as First Response Team, Fire Brigade, Worship, and other program events and activities
- Help new staff and volunteers integrate into the community
- Commits to staying up-to date on all required vaccinations, including COVID-19

COMPENSATION & BENEFITS

As a remote, Part-time "downlake" employee, you are eligible for the following compensation and benefits:

- \$23-26/hr (based on experience), 20-25 hours/week
- Health insurance including medical, vision, and dental
- Simple IRA Match up to 3%
- 1 hour of paid vacation time for every 40 hours worked and paid Federal holidays
- 1 hour of paid sick time accrued for every 40 hours worked
- Basic life insurance
- Life Flight membership (emergency helicopter transport based on medical need)
- 11 Friends and Family Days and 11 half-priced F&F Days per employment year during non-blockout dates for friends and family to visit the Village
- Boat tickets, room & board for employee provided for work-related Village visits
- Mobile phone and travel expenses as needed
- Access to amazing hiking opportunities, community events, teaching sessions, art studios and other educational opportunities!