



Open Volunteer Position: Development Manager

Overview

The Development Manager is the first point of contact for current and potential donors, co-manages the organizational budget with the Executive Director and Board of Directors, oversees the yearly grant writing process, solicits funds for the organization, and conducts market research analysis to help the organization better understand its market share as a nonprofit in Portland and the greater Pacific Northwest. The Development Manager also acts as a representative of the organization at fundraising events and generally seeks to build greater awareness of BAPBR. This is a non-paid, volunteer position.

Position Time Commitment: 12 months

Average Weekly Time Commitment: 5 hrs, increasing during high points of fundraising

Responsibilities

- In coordination with the Executive Director and the Board of Directors, create and implement yearly strategic development plan
- Work with Executive Director and Board of Directors to identify and cultivate new donors, as well as maintain/improve current donor relations with foundations, corporations, and individuals
- Develop effective grant-writing plans for foundation and government sources, including management of the grant writing process, preparation of timely and appropriate grant reports, and other correspondences as needed
- Check BAPBR email on a daily basis and respond in a timely manner

Qualifications

- Experience working in development and/or a background in business
- Copywriting and grant writing experience
- Knowledge of nonprofit business models
- Strong interpersonal skills and collaborative instincts
- Outstanding written communication skills
- Strong commitment to the mission of BAPBR, and, in general, to animal welfare

About BAPBR

BAPBR is a 501(C)(3) nonprofit organization. We are a family of volunteers and advocates dedicated to helping Pit Bull Terriers and their guardians. We strive to save lives by keeping dogs out of local shelters through spay-neuter assistance, owner-support programs, and adoptions. We are the longest standing registered non-profit rescue in the Portland Metro area dedicated to giving Pit Bull Terriers the lives they deserve.

To apply: Please send your resume to paige@bapbr.org