



## DEVELOPMENT MANAGER

Full-Time | Exempt

Trees Forever is seeking a full-time Development Manager to support fundraising and development efforts by managing a portfolio of individuals and corporate donors assisting with campaigns, supporting donor stewardship communication, and participating in grant research and reporting. Reporting to the Director of Development, this role collaborates with staff and Development Committee to advance relationship-based fundraising. This position based in the Des Moines metro area with flexibility for remote work as duties allow.

### **Primary Responsibilities:**

#### ***Donor Portfolio and Relationship Management***

- Support Trees Forever's mission of planting and caring for trees, empowering communities, and promoting environmental stewardship.
- Build and manage a portfolio of individual and corporate donors primarily within the Des Moines metro area, under the direction of the Director of Development.
- Conduct donor research to support cultivation strategies, including review of giving history, engagement data, and publicly available information.
- Support the creation and ongoing donor stewardship communications through planned touchpoints, timely follow-up, and coordinated outreach.
- Assist with the creation of donor prospect and stewardship materials.
- Generate proposals and supporting documents in response to solicitations.

#### ***Annual Fund Strategy and Grant Management***

- Support the planning and execution of fundraising campaigns, including appeal letters, online giving initiatives, and special events.
- Assist with coordinating fundraising activities by tracking participation, contributions, and follow-up actions.
- Track and analyze renewal performance, donor engagement trends, and campaign results to better understand donor behavior, improve experiences, and strengthen long-term relationships.
- Research new grant opportunities in collaboration with the Director of Development; monitor deadlines and ensure timely submission of reporting and compliance documents.
- Work with program directors and staff to design grant applications, compile reports, communicate award requirements, and collect data or success stories for reporting.
- Collaborate with committee members to support marketing, outreach, and fundraising efforts aligned with organizational priorities.

#### ***Public Engagement***

- Oversee companywide strategic volunteer engagement.
- Organize educational virtual and in person events.



- Participate in donor meetings, corporate presentations, and community events (in person and virtually) to support relationship building and philanthropic engagement.
- Assist in the development of presentations and storytelling outreach.
- Other duties as assigned.

**Qualifications & Skills:**

- Bachelor's degree from an accredited college or university or six (6) years of fundraising experience in lieu of a degree.
- Minimum of two (2) years of fundraising experience within a mission-driven organization.
- Strong written, verbal, and presentation communication skills.
- Demonstrated ability to work independently, manage competing priorities, and support program implementation.
- Valid driver's license and clean driving record.
- Experience working collaboratively with diverse stakeholders, including staff, volunteers, and community partners.

**Preferred Qualifications:**

- Experience with CRM systems; Salesforce experience strongly preferred.
- Experience with grant writing and grant management.

**Compensation:** \$53,000-\$70,000

- Annual compensation within the established range will be determined based on the candidate's experience and qualifications.

**Schedule:** Full-time, 40 hours per week, with occasional weekend work as needed.

**Location:** Des Moines Office (Hybrid)

**Travel:**

- Frequent travel, including day trips and occasional overnight stays, will be required.
- Reliable transportation required.

**Benefits:**

At Trees Forever, we value the people who make our mission possible. In addition to meaningful work that helps sustain our communities, we offer a comprehensive benefits package to support your health, well-being, and work-life balance:

- Medical insurance, including an HDHP option, plus dental and vision coverage
- Short-term and long-term disability insurance
- 403(b) retirement plan with up to 4% employer match
- Group life and accidental death & dismemberment (AD&D) insurance
- Flexible Spending Accounts (FSA) and Health Savings Account (HSA) options
- Paid Time Off (PTO)
- Three personal days (24 hours) annually



- 11 paid holidays, plus two floating holidays

**Equal Opportunity Statement**

Trees Forever is an equal opportunity employer. We welcome applicants of all backgrounds and are committed to creating an inclusive, supportive workplace. We do not discriminate based on race, color, religion, sex, sexual orientation, gender identity or expression, national origin, age, disability, veteran status, or any other protected characteristic under applicable law.