



Development Manager Position Announcement

Honey bees help ensure the supply of diverse and affordable food such as fruits, vegetables, and nuts, through essential pollination services. Project *Apis m.* (*PAm*) is the go-to organization at the interface of research, honey bees, and agriculture. Since 2006, we have funded over \$10 million of honey bee research and \$2.9 million in forage programs, resulting in science-driven resources for bees and beekeepers. We fund projects and direct strategic efforts focused on practical questions. *PAm* offers graduate scholarships to develop the next generation of bee scientists and puts forage on the landscape where bees need it most through our Seeds for Bees program. We are a 501(c)5 nonprofit organization operating remotely. We are proud to be collaborative, practical, accountable, efficient, and flexible. www.ProjectApism.org

DEI Statement

Project *Apis m.* is committed to creating a purposeful and intentional virtual workspace for all employees, and constituents. We are committed to the following values and statements: Inclusion: we welcome all by being nondiscriminatory, nonpartisan, and physically and digitally accessible. Learning: we keep an active open mind and demonstrate a willingness to explore new experiences and concepts. We seek first to understand and then to be understood. Community: We build a community that values people over things and supports our employees, board members, contractors, donors, and constituents. Integrity: we are accountable and strive to be truthful and transparent as we respectfully serve our community. Humility: we recognize and celebrate the wealth of knowledge in our community and seek solutions that work for everyone, while understanding our limited capacity and the importance of reflection.

Position Summary

The development manager supports *PAm's* mission by working with our small, remote team of 5 to secure the financial resources necessary for *PAm* to achieve our mission through individual and corporate giving. The development manager will report to and work closely with the executive director to build systems that engage *PAm's* donors and effectively communicate our mission and the value of our programs. The successful applicant will exhibit enthusiasm toward and dedication to serving the beekeeping industry and crop production. In addition, the development manager will be familiar with the nonprofit sector and best practices in fundraising.

Primary Responsibilities

- Develop and execute fundraising campaigns and outlining them in the fundraising plan to support the goals of our strategic plan
- Maintain an exceptional level of professionalism and discretion in managing a variety of complex issues, communications, and interactions
- Utilize *PAm's* DonorPerfect database for optimally managing and reporting donor engagement and stewardship and providing excellent customer service to our donors
- Create a corporate engagement kit and marketing plans to initiate and maintain corporate donor relationships
- Work with the Board's fundraising committee to support and engage members in fundraising campaigns as outlined in the fundraising plan
- Develop effective ways to utilize our strong network of supporters for individual prospect identification, cultivation, solicitation, and stewardship
- Represent Project *Apis m.* at 2-3 state, regional or national beekeeping or supply chain meetings annually. Assist *PAm* team in developing messaging to include in presentations that promotes our mission and engages donors
- Provide fundraising reports for and attend bimonthly board meetings, assist with reporting to

- accountants and auditors, and in development and messaging of the annual report
- Assist with the execution of PAm's quarterly newsletter and writing articles related to fundraising campaigns when applicable
- Manage PAm's social media messaging plan to maximize reach. Create, assign, and schedule content regularly. Organize team members to provide and review technical content

Desired Qualifications*:

- Development Experience- a minimum of 3 years of relevant experience (or a degree in a related field with at least 2 years of experience)
- Topical Knowledge – a demonstrated understanding of fundraising management issues and challenges
- Facilitation and Coordination Experience – a demonstrated ability to effectively engage and organize various stakeholders to accomplish program goals.
- Communication Skills – demonstrated engaging and effective verbal and written communication skills to rally support from both internal and external constituents.
- Analytical Skills – Demonstrated ability to use appropriate tools to report progress to internal and external stakeholders and interpret analysis to improve the program.
- Strategic Thinking – demonstrated ability to think strategically about sustainability and growth of PAm's programs.
- Problem Solving – Demonstrated ability to use critical thinking to seek out, identify, and communicate solutions to problems as they arise.
- Technology-Proficiency with Microsoft suite, data visualization, project management and database software
- Adaptability – self-motivated ability to work independently and collaboratively with internal and external stakeholders under general guidance from the executive director.

** You need not have all these qualifications to apply, please highlight your experience in these areas in your resume and cover letter*

This is a full-time, exempt position. PAm operates remotely, some travel is necessary.

Annual Salary range \$45,000-\$55,000

Benefits

- 100% medical coverage for employee, dependents may be added at employee's cost
- a 401K account matched up to 6%
- paid holidays, vacation, and sick time
- This position has potential to grow into a Directorship role

To apply please email cover letter, resume and three references in one pdf to our operations director at patty@projectapism.org No calls please. The position is open until filled.

Organization Websites: projectapism.org and beehealthcollective.org