

Job Title: Development and Volunteer Manager

Blue Sky Fund (BSF) is a non-profit based in Richmond, VA. Our mission is to provide transformational experiences for Richmond youth through outdoor education through two core program areas - academic and adventure. We are hiring a Development and Volunteer Manager to join our full-time staff team. This person will report to the Development and Communications Director and support the overall development functions of the organization as well as program execution through volunteer management. A successful candidate will be motivated to provide thorough, timely, and professional back-end support to BSF's development systems while staying connected to BSF's mission through volunteer and event management. This is an excellent position for someone looking to grow their career in the nonprofit development sector by providing exposure to all aspects of fundraising with opportunity for progressive growth.

JOB RESPONSIBILITIES

Fund Development (75% of time)

- Responsible for achieving revenue goals for event fundraising and corporate giving in excess of \$125,000 through execution of strategy set by Development & Communications Director
- Manage event planning, promotion, and lead onsite execution of two signature events per year
- Cultivate and steward corporate giving through matching gifts, volunteer grants, profit shares, and charity of choice events
- Maintain accurate donor records, produce timely donor acknowledgements, and generate reports in accordance with BSF policies and general fundraising best practices
- Assist BSF's Grant Writer by maintaining an accurate grant calendar, generating grant outlines, and completing grant reports as required
- Create and schedule external communications, support content creation strategy to meaningfully grow brand awareness, and share the impact of our work through print and digital channels including: website, email newsletters, social media, and print collateral
- Represent the organization at community and donor events as assigned
- Willingness to leverage gifts, strengths, and skills in ways that enhance the overall organization

Volunteer Operations (25% of time)

- Manage all aspects of the volunteer experience: including recruitment, training, retention, and development
- Coordinate with program staff to create, schedule, and fulfill both on-going and irregular program volunteer needs, as well as coordinate volunteers for fundraising and community events
- Serve as the primary point of contact for volunteers, including but not limited to: managing the volunteer database, maintaining volunteer program materials, engaging volunteers in meaningful communications, and cultivating strong relationships with corporate and service-oriented volunteer groups

Required Qualifications

- Passion and connection to Blue Sky Fund's mission
- An excellent written and verbal communicator that loves storytelling, data, details, and creative design (writing samples will be requested from finalists)

- Minimum of two years of prior work experience in one or more of the following areas: fundraising, administration, event planning, communications, and/or volunteer management
- Strong attention to detail, organization, and project management skills
- Ability to track, meet, and maintain a variety of deadlines
- Proven ability to work independently and collaboratively with different teams
- Experience with Microsoft Office Suite (Word, Excel) and Google Suite (Google Sheets, Google Docs, Google Drive, etc)

Preferred Experience:

- Shared lived and/or learned experiences with the community with which BSF works
- Familiarity with customer relationship management software and applications (Salesforce)
- Familiarity with digital communication platforms (Canva, MailChimp, Meta Business Suite, LinkedIn, Facebook, Instagram)
- Bachelor's Degree

Compensation and Benefits:

- Salary range: \$48,000-\$60,000/year
- Medical, dental, and vision benefits with employer contribution
- Employee Assistance Program (EAP)
- Flexible work environment
- Professional development stipend
- Retirement benefits with employer match
- Partial cell phone stipend
- 14 days of paid time off with annual increases, 5 days of paid personal leave, and paid holidays

Job Details:

This is a full-time, exempt position based on 40 hours per week, primarily Monday through Friday. Occasional evening and weekend hours with advance notice. Position is based in Richmond, VA with opportunity for a partial remote schedule after 3 months.

How to Apply:

Only applications submitted via our website will be considered: www.blueskyfund.org/get-involved/employment. If you have any questions, please contact Diane Brown, Development & Communications Director, via email at diane@blueskyfund.org.

Application will be reviewed on a rolling basis. **Priority will be given to applications received by Monday, August 10, 2026.**

Blue Sky Fund is committed to creating a diverse, inclusive, and equitable workplace in which all participants, employees, volunteers and supporters - whatever their gender, race, ethnicity, national origin, age, sexual orientation or identity, education or disability - feel valued and respected.