



Job Description: Development Manager

Posting Date: Aug 1, 2017

Closing Date: Open through August until filled

Location: Portland, OR (periodically Vancouver, WA)

Industry: Nonprofit, Conservation

Type: Full-time salaried

Job Summary: The Cascade Forest Conservancy (CFC) Development Manager is responsible for developing, planning, and implementing a comprehensive fundraising strategy that will increase financial support to the organization and its programs. The Development Manager is the lead for fundraising efforts with foundations, individuals, businesses, and events. The Manager is responsible for researching, preparing, and submitting all grants, cultivation and stewardship of major donor relationships, organizing a successful annual banquet, preparing appeal letters and other fundraising materials, and serving as a lead user for the member database. Working to engage the community in CFC's mission and goals, the Manager provides consistent, clear messaging for the organization.

Areas of Responsibility

1. Fundraising (70% of time)

- Develop and coordinate a comprehensive fundraising strategy designed to broaden CFC's donor base and membership
- Manage foundation relationships and grant tracking systems for up to 100 grant-making businesses and foundations; research new funders; prepare and write timely applications and grant reports for staff; work independently
- Develop a portfolio of prospects and donors to personally cultivate, steward, and solicit; assist the Executive Director, board of directors and staff, as appropriate, to manage a subset portfolio of these donors and generate a culture of philanthropy throughout the organization
- Maintain and grow business sponsorships and corporate partners
- Implement the annual giving program, writing and managing annual appeal and membership renewal letters; develop fundraising materials, including brochures; manage online giving
- Lead efforts to improve the functionality of Salesforce and interactions with merchant processor and website; train staff and enter accurate and consistent

records of actions and communications; prepare reports of donors; maintain confidentiality of donor information.

- May supervise development and outreach interns/volunteers, but primarily works independently with assistance as needed from the Executive Director

2. Events (20% of time)

- Organize and manage CFC's annual fall fundraising banquet, managing all logistics including venue, schedule, ticket sales, sponsorships, and auctions
- Organize two to three fundraising house parties annually, working with CFC's leadership and board

3. Communications and Marketing (10% of time)

- This area of work may increase or decrease depending on efficiency of achieving above priorities first
- Work with staff to create consistent messaging for CFC and promote our work through the website, social media, outreach materials and our partners
- Join the Executive Director and program staff as a spokesperson for CFC and can independently represent CFC programs in the community

Job Requirements

Education

- Bachelor's degree or higher

Experience

- Minimum 3 years of experience successfully fundraising for a nonprofit
- A record of proven success in building relationships and soliciting significant gifts with individual donors
- Experience organizing fundraising events
- Has existing relationships with Northwest conservation grant-making institutions
- Experience with Salesforce or similar CRM technology

Qualifications

- The Development Manager must be self-motivated and passionate about reaching out to individuals in our membership list, starting relationships, and moving them up the engagement ladder
- Passion for the mission of the Cascade Forest Conservancy and a strong understanding of the organization's strategic plan and programs, with the ability to promote these programs effectively to donors and the community
- Knowledge of fundraising strategies and donor relations unique to the nonprofit sector
- Proven experience with grant writing and managing multiple grants for an organization

- Strong and effective written and oral communication skills
- Excellent interpersonal skills, including ability to communicate professionally and effectively with donors, board members, partners and representatives from across the political spectrum, and the general public
- Self-starter with excellent organizational skills and ability to excel in a team environment.
- Proficiency in word processing, spreadsheets, PowerPoint, and basic graphic design
- Working knowledge of Salesforce or other CRM software
- A valid driver's license and access to a vehicle to attend activities away from the office
- Willingness and ability to participate in evening and weekend activities, as needed

Job Success Factors

- Works independently with supervision from Executive Director
- Success in developing and managing a new and active portfolio of major donors
- Success in securing dozens of grants and meeting deadlines
- Effectiveness in reaching new members, volunteers, donors and partners
- Significant increase in overall revenue and effectiveness for CFC programs

Salary and Benefits: This position is full-time. Salary is commensurate with experience and skills, ranging from \$40,000-\$44,000. Benefits include medical/dental insurance, a matching 401k, and generous paid time off. CFC offers a flexible, family-friendly work environment. Flexible hours can be accommodated.

Application: Please send your application to jobs@cascadeforest.org. It should include a resume and a cover letter explaining your interest in this position and how your skills and experience match the listed responsibilities and requirements. Please put your name and the job title in the subject of the email as well as in the attached file names. References from most recent jobs and salary history must be available upon request.