



2800 N Lombard St. Unit #805
Portland, OR 97217

2700 E Evergreen Blvd.
Vancouver WA 98661

www.cascadeforest.org
(503) 222-0055

Job Description: Development Manager

The Cascade Forest Conservancy (CFC) seeks a full-time, passionate Development Manager to lead fundraising efforts in support of our mission to protect and sustain forests, streams, wildlife, and communities in the heart of the Cascades. The Manager is responsible for organizational fundraising, instilling a sense of philanthropy within the organization, sharing our organizational story, and expanding our network of fundraising partnerships. This position works closely with all staff, the CFC Board of Directors, and is managed by the Executive Director. Please see our website for additional information. www.cascadeforest.org

Term: Full-time, permanent

Hours: 40 hours a week, with occasional overnight travel, weekend/evening meetings, and events

Compensation: \$55,000 full-time salary with generous benefits including medical & dental insurance, matching 401k plan, paid time off (sick time and 4 weeks vacation, plus time off between Christmas Eve and New Year's Day), and flexible hours and work environment.

Location: Due to COVID, our staff is currently working remotely. Physical office location post-COVID will be in Vancouver, WA or Portland, OR. It is hoped that we will eventually have a hybrid work model - a mix of in office and remote work. Occasional travel throughout the southern Washington Cascades. Potential candidates must have transportation and the ability to travel - CFC will reimburse travel costs.

Job Summary: The CFC's Development Manager is responsible for developing, planning, and implementing a comprehensive fundraising program that will increase and diversify financial support to CFC. The Development Manager leads fundraising efforts with foundations, state and federal agencies, donors, corporate entities, and fundraising events. This position engages the community in CFC's mission and goals by providing consistent and clear messaging and inspiring connections that lead to financial investments.

Job Responsibilities

Fundraising:

- Develop and implement a comprehensive fundraising strategy designed to diversify and increase CFC's donor base, including the engagement of new groups and geographies
- Implement a giving program - writing and managing appeals, membership letters, online giving through one-time and monthly donors
- Facilitate timely donor recognition
- Manage foundation relationships and a prospect list of institutional funders. Research new funders, prepare and write timely grant proposals, letters of inquiry, and reports, coordinate input from relevant program staff, as necessary; work independently
- Work in collaboration with the Executive Director to conduct major donor cultivation through campaigns, networking and ongoing stewardship. Grow this program to implement a successful annual major donor campaign

- Maintain and grow business sponsorships and corporate partners
- Engage and guide the Board of Directors in fundraising activities and instill a culture of philanthropy. This includes the annual creation and implementation of an individual fundraising plan for each board member
- Provide support to the ED in staffing the Board of Directors to ensure performance, recruitment, and stewardship of members
- Collaborate with the Communications Manager on developing fundraising/communication materials - print, online and social media, Annual Report, and End of Year/Holiday Appeal

Events:

- Organize and manage CFC's annual (currently virtual) fall fundraising banquet, managing all logistics including venue, schedule, ticket sales/software, sponsorships, and auctions
- Organize two to three other fundraising and friend-raising events annually
- Support the Campaign Coordinator with events as appropriate to engage potential donors/supporters

Development & Organizational Operations:

- Serve as the Salesforce database administrator, working with consultants when necessary, to improve the functionality of donor recordkeeping systems and merchant processing, in-house and online. This may expand to include an evaluation of all database platforms for a potential migration and infrastructure change, if deemed necessary
- Maintain accurate donor information in the database and pull analytical reports
- Support the organization's strategic equity, diversity and inclusion process
- Contribute to the development of strategies, budgets, and other operational components
- Ensure programmatic results are in alignment with grant requirements

Job Qualifications

- Minimum 3 years of experience successfully fundraising for a nonprofit or similar organization
- Passion for the mission of the Cascade Forest Conservancy
- A record of success in building donor relationships and soliciting significant gifts
- Proven experience with grant writing, managing multiple grants, and meeting deadlines
- Experience organizing fundraising events
- Working knowledge of Salesforce or other CRM software
- Excellent organizational skills
- Excellent analytical, verbal, and written communication skills, with an ability to write and speak concisely, sensitively, and persuasively to diverse audiences
- Self-motivated. Can work independently and as part of a team
- Sense of humor, outgoing personality, enthusiasm for fundraising
- Valid driver's license
- Ability to participate in evening and weekend activities, as needed
- Has existing relationships with Northwest conservation grant-making institutions (preferred)

The Cascade Forest Conservancy is an Equal Opportunity Employer

CFC is committed to supporting a diverse workplace. We recognize that each employee brings unique characteristics, capabilities, and experiences to their work. We value such diversity at all levels in the organization, and we encourage applicants from all cultures, races, gender identities, sexual orientations, ages, and religions, as well as veterans and those experiencing disabilities.

Application Deadline

Initial phone interviews will be conducted as qualified applications are received - posting will remain open until filled. Please provide one PDF file including a resume, cover letter, and a work sample of a successful fundraising ask to admin@cascadeforest.org. Include your name and the job title in the email subject line and on the PDF file.