



Position Summary - Development Manager

Restore Oregon seeks a dynamic, proactive and organized individual to manage and help advance the organization's development activities. We are looking for someone who, in addition to having the skills below, loves historic places and values the impact that cultural heritage can have in telling the stories of all Oregonians. This is a full-time, exempt position, reporting to the Executive Director.

The objective of this role is to develop and execute strategies for securing financial and other resources sufficient to support Restore Oregon's mission and strategic plan. This position is responsible for all development activities: manage events and appeal campaigns, oversee the grants program, and actively engage and grow our donor base, including outreach to individual donors at all levels and prospects. This position will closely collaborate with a small team of staff, supervise a part-time Events Coordinator, coordinate with the Board of Directors, and provide some administrative support to the organization.

Restore Oregon's organizational culture is suited to a self-directed, entrepreneurial-minded individual who thrives on multi-tasking and collaboration with a flexible and goal-oriented positive outlook.

Organization Description

Founded in 1977, Restore Oregon is a state-wide, 501(c)(3) nonprofit organization, supported by members/donors, led by a volunteer board, and staffed by professionals, who help people save and revitalize historic places and spaces. We work on the front lines and behind the scenes to leverage relationships, resources, and creativity to preserve, protect, and pass forward Oregon's heritage.

Restore Oregon promotes inclusive historic preservation as a means of preserving our region's cultural heritage, and as a tool for solving challenges such as insufficient affordable housing, stalled economic development, and negative impacts from climate change. We advocate for effective policies and incentives, deliver quality educational programs, and directly intervene to save endangered places that matter to Oregonians.

Duties and Responsibilities

- Partner with Executive Director and Marketing Director to develop, implement and achieve both short and long-term fund development plans to meet program needs and an annual operating budget of over \$500,000

- Identify, cultivate and build a base of financial supporters from individuals to corporate sponsors. Manage current and prospective donor information in collaboration with and support from Program Coordinator.
- Manage one part-time staff (Program Coordinator) and work closely with the Marketing Director to achieve overall development goals.
- Prepare regular information updates for the Board of Directors on fund development activities

Event Planning

- Primary project manager to plan and successfully execute all program events, fundraisers and campaigns. Organization typically hosts two major annual events with several smaller donor/supporter events.
- Develop and manage a Sponsorship program for organization and major events including development of marketing support material, solicitation and relationship management
- Solicit and manage all in-kind donations for fundraising events
- Manage volunteers including soliciting, training and recognition

Grants Management

- Manage grant cycle, including grants calendar, applications, reports, renewals, passwords
- Write and submit grant applications including the development of project budgets

Individual Donors, Membership and Sponsors

- Cultivate relationships with existing donors and prospects; work with Executive Director to identify donors with individual giving strategies
- Primary staff person responsible for organization's CRM and integration with other team members roles in finance/admin and marketing
 - Keep all information up-to-date and synchronize with website and finance
 - Provide all writing and communication for donations, receipts for efficient customer service and internal administrative processes
 - Prepare/update quarterly mailing and renewal list for electronic and mailed communications
- Manage all aspects of donor/supporter communications, engagement, experience with our online purchasing/donation system in a responsive and customer oriented manner
- Develop year-end and other appeal campaigns
- Regular writing and creative storytelling for all organization platforms - social, E-News and printed quarterly magazine as it pertains to development goals
- Send out personalized communication as needed
- Maintain and update major donor prospect list
- Pull fundraising reports and work with finance on monthly reconciliation of revenue

Additional Tasks

- Assist with other organization activities as support to team, as needed
- Provide fundraising technical support for Most Endangered Places program or other special projects related to our mission and work plans
- Develop work plans using technology platform SmartSheets
- Work with individual members of the Board of Directors on annual involvement and support
- Perform research and out-of-the-box thinking to create revenue generating innovations in the field with a business/entrepreneurial approach

Qualifications and Qualities

- At least two to three years of proven experience in the development field
- Strong interpersonal skills with demonstrated experience and confidence in asking people to contribute time and money, including developing “asks” and engaging with donors, individually or groups.
- Successful applicants will have critical ability to self-direct while also acting within a team
- Must be goal/deadline-driven and able to multitask efficiently and accurately
- Demonstrate timely and friendly customer service approach to your work
- CRM experience required; Comfortable working with interactive databases, including running reports and updating files
- A record of results organizing and implementing fundraising events
- Strong writing skills with previous grant writing experience highly desired
- Excellent interpersonal skills, the ability to communicate effectively with donors and colleagues, and the ability to work independently
- Flexibility to work evenings and weekends as needed to assist with events or grant deadlines is required.
- Proficiency with Google Suite. SmartSheets or other project management software desired
- Prior experience managing/supervising staff and volunteers highly desired

Physical and Other Requirements:

- Requires the ability to manage information in electronic formats and in a mostly sedentary setting.
- Occasional light work (exerting up to 25 pounds) is required for events.
- Occasional travel to various meetings, venues and locations in Oregon with a valid driver’s license and automobile
- Resident greater Portland/Metro preferred due to job responsibilities
- Work required on weekends and evenings (occasional)

Compensation and Benefits

- Salary starts at \$62,000 for a full-time (40 hrs/week) exempt position

- Work is accomplished in a virtual office setting by maintaining a home office with sufficient internet access. Organization provides support, as necessary, to provide professional working experience including:
 - \$85/month technology stipend for basic internet and cell phone service
 - Organizational laptop w/webcam provided, if needed
 - In person and team building time will be required and space provided
- Benefits include health, dental, life insurance. Restore Oregon pays 75% of the employees plan. Employee pays fully for any partner, spouse or dependent coverage
- Restore Oregon offers Oregon Saves as a retirement savings plan for employee contributions
- 10 paid holidays
- 15 days of PTO per year; with increased time given as tenure with organization increases
- Restore Oregon will work with candidates on their specific needs to maximize job satisfaction and productivity

Equal Opportunity Employer

Restore Oregon is committed to equity within historic preservation work. For that reason, we do not discriminate based race; ethnicity; gender or gender identity; sexual orientation; national origin; ancestry; age; marital status; veteran status; mental or physical disability not affecting one's ability to perform the essential functions of the job with or without reasonable accommodation; religion; or any other protected characteristic covered under federal, state or local law. This policy applies to all areas of employment, including hiring, placement, promotion, termination, leaves of absence, compensation and training. If any part of our hiring process has created an undue barrier or hardship, please let us know so that we may explore accommodations with you.

Application Instructions

Please submit all applications through our careers page: <https://restoreoregon.org/careers>

All applications must be submitted through the form on our website to ensure the most equitable hiring process. Using this form will allow us to do blind resume reviews, in which all identifying personal information will be hidden and resume content will be assessed using a standardized rating tool. If you have any problems with this form or need accommodation to apply by a different method, please contact us.
