



Position Summary - Director of Development

Restore Oregon seeks a dynamic, proactive and organized individual to lead, manage and 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, and coordinate development activities with the Board of Directors and Executive Director.

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 statewide, 501(c)(3) nonprofit organization, supported by members/donors, led by a volunteer board, and staffed by professionals, who empower Oregonians to reimagine and transform their communities through preservation and reuse of historic and cultural places. We work on the front lines and behind the scenes to leverage relationships, resources, and creativity to create a vibrant and equitable future where inclusive preservation and reuse are integral to solving the challenges we face. We advocate for effective policies and incentives, deliver quality educational programs, and directly intervene to save endangered places that matter to Oregonians. See our [new Strategic Framework](#) that guides this work.

Duties and Responsibilities

- Lead the organization's fund development and revenue plans for an annual operating budget of over \$500,000.
- Identify, cultivate, and grow a base of financial supporters from individuals to corporate sponsors. Manage all current and prospective donor information in collaboration with Events & Development Coordinator.

- Manage one part-time staff (Events & Development Coordinator) and work closely with the marketing team to achieve overall development goals.
- Prepare regular information updates for the Board of Directors on fund development activities, and manage Board Development Committee.
- **Individual Donors, Membership and Sponsors**
 - Develop and execute a major gifts program with giving strategies to maintain/deepen existing donors, research and cultivation of new relationships, work with Executive Director and Board regularly.
 - Develop, solicit, and manage all corporate sponsors, business members/partners, and manage all associated marketing benefits in collaboration/coordination with marketing.
 - Primary staff person responsible for organization's CRM (Bloomerang) and integration with other software (currently Zapier, Tofino, Quickbooks).
 - 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, and experience with our online purchasing/donation system in a responsive and customer-oriented manner.
 - Develop year-end and other appeal campaigns.
 - Contribute frequent writing and creative storytelling to assist in annual development goals on all organization platforms (social, E-News and printed quarterly magazine).
 - Send out personalized communication as needed.
 - Pull fundraising reports and work with finance on monthly reconciliation of revenue.
- **Grants Management**
 - Manage all grant fundraising activities, including developing grants calendar, applications, and managing all reporting and renewals.
 - Write and submit grant applications, including the development of grant budgets.
- **Event Planning**
 - Primary project manager responsible for planning and successfully executing all program events, fundraisers, and appeal campaigns. (Restore Oregon typically hosts two major annual fundraising educational events, with several smaller donor/supporter events each year.)
 - Develop and manage a Sponsorship program for organization and major events.
 - Solicit and manage all in-kind donations.
 - Manage volunteers including soliciting, training, and recognition.
- **Additional Tasks**
 - Perform research and out-of-the-box thinking to create revenue, and generate innovations in the field with a business/entrepreneurial approach.

- Provide fundraising technical support for our Preservation Together/Most Endangered Places programs or other special projects related to our mission and work plans.
- Develop work plans using project management technology platforms such as SmartSheets.
- Work with individual members of the Board on annual involvement and support.
- Assist with other organization activities to support our team, as needed.

Qualifications and Qualities

- At least three to five 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 individual donors and donor groups).
- Must have the 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 in their work.
- CRM experience required - comfortable working with interactive databases, running reports, updating files, and navigating integration with other systems/software needed for the development function.
- Has a record of results when organizing and implementing fundraising events, including corporate sponsorship revenue.
- Strong writing skills, with previous grant writing experience highly preferred.
- Excellent interpersonal skills - the ability to communicate effectively with donors and colleagues.
- Flexibility to work evenings and weekends, if/when needed, to lead events or meet grant deadlines (required).
- Proficiency with Google Suite. SmartSheets, or other project management software preferred.
- Prior experience managing/supervising staff and volunteers is highly preferred.
- **Physical and Other Requirements:**
 - Ability to manage information in electronic formats and in a mostly sedentary remote office setting.
 - Fairly regular in-person meetings with supporters/donors, corporate sponsors, and occasional but regular staff meetings.
 - 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 reliable transportation.
 - A resident of the greater Portland/Metro preferred (due to job responsibilities).
 - Work required on weekends and evenings (this would be occasional, and typically with advanced notice for your planning purposes).

Compensation and Benefits

- Salary starts at \$72,000 for a full-time (40 hrs/week) exempt position.
- 11 paid holidays.
- 15 days of PTO per year (with increased time given as tenure with organization increases).
- 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 (space will be provided).
 - Working with staff on their specific needs to maximize job satisfaction and productivity.
- Health benefits include health, dental, and vision.
- We offer Oregon Saves as a retirement savings plan for employee contributions.

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

In lieu of a cover letter, please answer the provided questions/prompts on the application that will help our assessment. 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 anonymous 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 at careers@restoreoregon.org.
