



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: managing events and appeal campaigns, overseeing the grants program, and actively engaging and growing 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 & Development Associate, 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, goal-oriented, and 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 the 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 [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 Associate.
- Manage one part-time staff member (Events & Development Associate) and work closely with the Marketing & Design Associate to achieve overall development goals.

- Provide regular information updates for the Board of Directors on fund development activities, and manage the Board Development Committee.
- **Individual Donors, Members and Sponsors**
 - Develop and execute a major gifts program with giving strategies to maintain/deepen existing donors, research and cultivate new relationships, collaborate regularly with the Executive Director and Board.
 - Develop, solicit, and manage all corporate sponsors and business members/partners. Manage all associated marketing benefits in collaboration with marketing.
 - Manage the organization's CRM software (Bloomerang), and its integration with other software platforms (currently QGiv, Zapier, and Quickbooks).
 - Work with Office Manager and Events & Development Associate to keep all information up-to-date and synchronized with website and financial systems.
 - Provide all writing and communication content for donations (such as receipts and thank yous), while maximizing customer service and internal administrative processes.
 - Prepare/update quarterly mailing and renewal list for electronic and mailed communications.
 - Oversee all aspects of donor/supporter communications, engagement, and experience with our online purchasing/donation system in a responsive, customer-oriented manner.
 - Develop year-end and other fundraising appeals/ campaigns.
 - Contribute frequently to 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 an annual grants calendar, preparing applications, and managing all grant reporting.
 - Write and submit grant applications, including the development of grant budgets.
- **Event Planning**
 - Meet annual revenue goals, and serve as the 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 the organization and major events.
 - Solicit and manage all in-kind donations.
 - Oversee Event & Development Associate's management of a volunteer group needed for event support.

- **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 software (currently using SmartSheet).
- 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).
- Strong ability to self-direct while also acting within a team.
- Goal/deadline-driven, and able to multitask efficiently and accurately.
- Demonstrates a timely and friendly customer service approach in their work.
- Proven record of results when organizing and implementing fundraising events, including corporate sponsorship revenue.
- Strong writing skills (previous grant writing experience highly preferred).
- Prior experience managing/supervising staff and volunteers (highly preferred).
- Flexibility to work evenings and weekends (this would be occasional, and typically with advanced notice for your planning purposes) to lead events, or meet grant deadlines (required).
- CRM experience - comfortable working with interactive databases, running reports, updating files, and navigating integration with other systems/software needed for the development function (required).
- Proficiency with Google Workspace, SmartSheet, or other project management software (preferred).
- **Physical & Transportation Requirements:**
 - Manage information in electronic formats and in a mostly remote, sedentary office setting.
 - Attend fairly regular in-person meetings with supporters/donors, corporate sponsors, and occasional staff meetings.
 - Perform occasional light work (exerting up to 25 pounds) for events (required).
 - Is a resident of the greater Portland/Metro (preferred, due to job responsibilities).
 - Occasional travel to various meetings, venues, and locations in Oregon with a valid driver’s license and reliable transportation.

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 the organization increases).
- Virtual office setting (requires the maintaining of a home office with sufficient internet access). The 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, 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 thru [Zion HealthShare](#).
- Dental & Vision benefits thru [Guardian](#).
- Employee-funded retirement savings plan thru [OregonSaves](#).

Application Instructions

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

In lieu of a cover letter, please answer the provided questions/prompts on the application that will help our assessment.

All applications must be submitted through this form to help ensure an equitable hiring process. We utilize a blind recruitment approach, and all identifying personal and demographic information will be hidden during screening. ([Learn more about blind recruitment here.](#))

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.
