

- 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.