

- **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.