



JOB ANNOUNCEMENT

Job Title: Director of Development
Department: Development & Membership
Reports to: Executive Director
Classification: Exempt, Full-time
Compensation: \$75,000 to \$85,000, DOE plus health and retirement benefits

About the Audubon Society of Portland

The Audubon Society of Portland has been a leading voice and force for Oregon conservation for over a century. Through conservation advocacy, environmental education, our wildlife rehabilitation center, and other programs, we promote the understanding, enjoyment, and protection of native birds, other wildlife, and their habitat. We are located on a 150-acre wildlife sanctuary in Forest Park, just minutes from downtown Portland. We are an independent nonprofit with more than 15,000 members and 450 regular volunteers, and are the largest independent chapter of the National Audubon Society. Additional background regarding our extensive education, advocacy, wildlife rehabilitation and habitat programs can be found at www.audubonportland.org.

Our Development & Membership Director Opportunity

Audubon Society of Portland seeks a Development Director to manage a proven and diverse array of fundraising programs, and to apply steady leadership in pursuit of new opportunities with major donors, foundations, and membership.

The Development Director manages three full-time team members consisting of a donor relations manager, membership manager, and development coordinator, in addition to two seasonal contract staff. Additional administrative support is anticipated within the next six months. The position serves on Portland Audubon's leadership team, and serves as staff liaison to the board's active Development & Membership Committee.

The development program is noteworthy for its record of sustained and manageable growth, substantial community involvement, and identified growth potential. Our annual [Birdathon](#) event is the largest in the Western United States, engaging 300 participants receiving pledges from more than 2,000 people. Our annual [Wild Arts Festival](#) is managed by a contractor, and engages more than 150 volunteers in providing site operations and procuring donations. Our first donor relations position was added in 2015 to cultivate additional leadership level donors from our membership. Total department revenue exceeds \$1 million annually, providing roughly 30 percent of Portland Audubon's \$3.4 million annual budget.

The Development Director creates and implements a comprehensive development plan including traditional and more innovative strategies involving participation by hundreds of volunteers from the Portland Audubon community. Key components include goals, strategies, and timetables for membership, year-end appeal, major and capital gifts, planned giving, matching gifts, as well as corporate and foundation grants. Tactics include a complementary focus on prospecting and building long-term relationships with members, donors, and philanthropic community leaders.

The Audubon Society of Portland has just completed a five-year strategic plan. A central goal moving forward is to infuse equity, inclusion, and diversity (EID) into all of the goals and work of the organization. The Development Director will be responsible for incorporating these EID goals into the departmental strategies and programs. The Development Director will work with the Management Team, as well as their departmental team, to continually improve on the EID goals set forth in the strategic plan, and will be expected to create new strategies for broader community engagement. They will also be charged with weaving these goals into the culture of the department and the organization as a whole.

Essential Duties and Responsibilities

- Develop and implement annual and long-term development plans to meet fundraising goals and additional development objectives. These include leadership giving, membership, year-end appeals, foundation and corporate grants, special events (Birdathon and Wild Arts Festival), and planned giving.
- Provide daily oversight and support to the development team, including annual goal-setting, regular performance reviews, and professional development opportunities.
- Work with team to create annual budget and oversee its management, including expenses and revenue forecasts, in collaboration with the Executive Director and Director of Finance & Operations.
- Create and implement EID goals and strategies for your department that accentuate the diversity of the communities engaged in environmental work.
- Work collaboratively with the Donor Relations Manager in the creation of prospect research and cultivation initiatives, and efforts to secure major gifts, planned gifts and leadership gifts.
- Within the next 5 years, conduct short-term campaigns (less than \$500k) for moderate capital investments.
- Oversee management of gift processing and donor acknowledgement, the donor database (Raiser's Edge), and financial reporting. Manage accompanying information systems.
- Meet regularly with the Executive Director regarding program goals and initiatives, and Executive Director's role in supporting programs and cultivating gifts.
- Serve as staff liaison to the board's actively engaged Development and Membership Committee. Report to the Board of Directors at semi-monthly meetings.
- Work collaboratively with the Communications Manager to position development opportunities in print and electronic media.
- Clearly articulate and promote a strong case for philanthropy. Build opportunities to create and sustain a culture of philanthropy throughout the organization.
- Participate in Portland Audubon events and activities, and foster pride and enthusiasm for fundraising efforts.

Preferred Qualifications

- A proven track record of fundraising success, particularly through expansion of a development program, securing major gifts, successful management of campaigns, and engagement of a community of motivated volunteers.
- A minimum of 7 years of increasing responsibility in philanthropy.
- Proven managerial skills, including 5 years of experience managing development staff.
- Working knowledge of development best practices, trends, tools and technology, including donor databases, e-mail and online campaigns, and donor research.
- Bachelor's degree in communications, marketing, business administration, or related field, or equivalent experience.
- Demonstrated commitment to environmental conservation and the importance of connecting people from all walks of life with nature.
- Experience working toward racial equity, diversity, and an inclusive culture within an organization.
- Understanding of the history of inequity and racism in the environmental movement.
- Tact and discretion, attention to detail, and a commitment to excellence.

Special Considerations and Restrictions

The Development Director must have the ability to work a flexible schedule, including occasional after-hours and weekends, as needed to attend events and board meetings. We also recognize the importance of work-life balance for health and happiness. The position requires a current driver's license and personal vehicle for attending off-site meetings (mileage reimbursed).

Application

Audubon Society of Portland is committed to building a diverse and inclusive environment, reflecting the diversity of our community in its board, staff, volunteers, and members; ensuring its internal culture, business practices, and programs are welcoming and advance its diversity goals; and empowering people to make positive changes in their community and environment. The position is expected to serve diverse audiences and help advance Portland Audubon's diversity strategies. More background on our diversity efforts can be found at <http://audubonportland.org/about>.

Audubon Society of Portland does not discriminate on the basis of race, creed, sex, sexual orientation, age, religion, marital status, national origin, political affiliation or mental or physical handicap. Candidates of color are strongly encouraged to apply.

To apply: Please email your **cover letter, resume, and completed [employment application](#)*** to jobs@audubonportland.org with subject: "Director of Development."

*Application form available at www.audubonportland.org/about/jobs

Applications due: This position is open until filled. Please check our website for further status updates.



Birdathon Team