



Anna's Hummingbird, photo by Tara Lemezis

NOW HIRING Major Gifts Officer

Application Deadline: February 19, 2023

Job Title: Major Gifts Officer

Department: Development

Reports to: Assistant Director of Development

Classification: Full-Time, Exempt (salaried),
1.0 FTE

Location: Hybrid remote and on-site with
shared workstations at Sanctuary

Salary Range: \$70,000 - \$80,000

Benefits Include:

- Medical insurance: 100% payment of premiums for medical and dental insurance
- Competitive leave benefits including vacation, sick, and family leave
- 401(k) 3% match plus a discretionary annual fixed amount contribution
- Ability to attend free or subsidized courses at Portland Audubon
- Substantial discount at our Nature Store, including optics
- Opportunity to work in a setting surrounded by Portland Audubon's 172-acre Wildlife Sanctuary

About Portland Audubon

Portland Audubon has been a leading voice in conservation for over a century. Through conservation advocacy, environmental education, and wildlife rehabilitation, we promote the understanding, enjoyment, and protection of native birds, other wildlife, and their habitats. We are located in a 172-acre wildlife sanctuary next to Forest Park, just minutes from downtown Portland.

Portland Audubon believes that inspiring all people to love and protect nature is best achieved when we embrace diversity as a value and practice. In the same way, an ecosystem needs many types of plants and wildlife, an organization thrives when it includes a diversity of people and perspectives. We recognize widespread inequities and create gaps between our present reality and our aspirations. We are committed to building a diverse and inclusive environment, reflecting the diversity of our community in our board, staff, volunteers, and members; ensuring our internal culture, business practices, and programs are welcoming, and advancing our diversity goals.

In the coming years, under the leadership of our new Executive Director Stuart Wells, Portland Audubon is deepening our commitment to environmental justice and equitable access to the outdoors. In service to this mission, we're expanding our development team to grow the organization's capacity to address critical conservation throughout the state, deepen relationship- building with frontline communities, strengthen equity-focused environmental education programs, and complete our Wildlife Care Center.

Position Summary

The Major Gifts Officer is a newly established position that will join a growing Major Gifts Team focused on qualifying, cultivating, and soliciting major donors on behalf of Portland Audubon and its programming throughout Oregon. This is an exciting opportunity for a creative fundraising professional with experience and interest in prospecting and cultivating new funding relationships and encouraging higher levels of commitment from existing donors.

The MGO will manage and grow a balanced portfolio comprising 150 existing donors and high-potential prospects. In addition to continually stewarding major gift donors, the MGO will qualify prospects and cultivate potential donors, design and execute robust solicitation strategies, and pursue increased giving from current donors, with an understanding of the nuances of developing relationships over time. The MGO will lead their portfolio development and cultivation and stewardship strategies to bring donors to a solicitation.

This Major Gifts Team enjoys a highly collaborative culture in reaching its ambitious fundraising targets.

Essential Duties

- Lead the evaluation, cultivation, solicitation and stewardship of prospects and donors while managing a portfolio of 150 individuals in accordance with team goals. Understand both the qualitative and quantitative aspects of performance and growth over time.
- Develop, plan, and implement a prospecting strategy for your portfolio.
- Successfully meet fundraising goals collaboratively and creatively.
- Determine and include legacy gift strategies in cultivation and solicitation plans.
- Implement a communications plan leveraging all available resources to communicate regularly and strategically with your portfolio.
- Work collaboratively with the team to develop strategies to drive cultivation towards upgrading donors from annual fund solicitation to personal solicitation. Set strategy and personally cultivate and solicit high-level gifts from current and prospective donors via email, phone calls, and face-to-face meetings.
- Approach work with creativity and persistence, including pursuing specific donor networks and interest groups where you might reach a diverse range of prospective donors.
- Support leadership regarding cultivation, solicitation, and stewardship efforts ensuring their effectiveness as a fundraiser for Portland Audubon, including donor briefings and drafting correspondence.
- Partner with the Events Specialist to create small-scale engagement and event opportunities that maximize major donor and prospect cultivation opportunities.
- Leverage organizational resources to enhance your efficacy as a Portland Audubon representative and storyteller of our work with donors.
- Work closely with and support the Executive Director, Director of Development, Program Staff, Board of Directors and Membership & Development Committee members to create donor engagement opportunities and reach annual revenue targets.
- Adeptly manage Raiser's Edge and other processes such as tracking donor gift projections and list management for your portfolio.
- Lead team projects from time to time as needed.
- Other duties as needed

Qualifications

Ability to perform essential job duties with or without reasonable accommodation and without posing a direct threat to safety or health of employees or others. To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties.

- 5+ years of fundraising experience or other related experience in sales or similar
- Experience successfully identifying, cultivating, and stewarding major gift donors with a track record of closing major gifts.
- Ability to work with and communicate with a wide range of internal constituents, including Board Members, senior management, program staff, finance, and volunteers.
- Outstanding written and verbal skills to persuasively communicate the mission of Portland Audubon to diverse constituencies.
- A strong understanding of diversity, equity, and inclusion practices, particularly in outdoor spaces.
- A passion for local conservation, environmental education, and wildlife rehabilitation.
- Ability to function in a fast-paced, high-volume, multifaceted, results-oriented work environment.
- Must be flexible to frequently travel (mostly in the metro area) and work some evenings and weekends. Must be able to work independently and as part of a team.
- Must be proficient in research and relevant analysis, including navigation of databases and online resources.
- Strong working knowledge of the broad philanthropic landscape, prospect research methodology, best practices, and evolving trends in philanthropy is highly preferred.
- Ability to analyze issues, identify priorities, manage projects, and make decisions expeditiously.
- Ability to lead a dynamic team for optimal results.
- Working knowledge of CRM software (Portland Audubon uses Raiser's Edge NXT0).
- Strong ability to succinctly convey complex projects in written and verbal communication. Proficient in communicating about environmental justice and creating equitable outdoor spaces.
- Exceptional relationship-building, interpersonal, verbal/written communication, and organizational skills.
- Comfort engaging in conversations about systemic inequity and the environment.
- Detail-oriented and deadline-driven.

Working Conditions

The physical demands described here must be met by an employee to successfully perform the essential duties of this job. The work environment characteristics described here represent those employee encounters while performing the essential duties of this job. Reasonable accommodations may enable individuals with disabilities to perform essential duties.

- The Major Gifts Officer position has a hybrid remote and on-site schedule. They must be flexible in their time around the hybrid model and the demanding schedules of program team members.
- Collaborate with various individuals who have developed strong voices in describing their programs and complex environmental practices.
- Primary responsibilities are working on a computer, typing, and looking at screens for many hours.
- Must be comfortable with shared desk space.

Sandhill Cranes, photo by Tara Lemezis

Cultural Competencies

Portland Audubon is committed to maintaining an anti-racist organizational culture. We are committed to training all staff on cultural competency, diversity, equity, and inclusion. We see staff with a high degree of cultural competency or lived experience working with communities of color, people who are disabled, and people from all socioeconomic backgrounds, as vital for all positions in our organization. We seek staff with comfort and curiosity in conversations around issues of identity, belonging, and systemic oppression.

- Creates an environment that acknowledges, encourages, and celebrates differences.
- Functions and communicates effectively and respectfully within the context of varying beliefs, behaviors, orientations, identities, and cultural backgrounds.
- Seeks opportunities to gain experience working and collaborating in diverse, multicultural, and inclusive settings with a willingness to change for continual improvement.

Application

Portland Audubon 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. Portland Audubon 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 advancing its diversity goals; and empowering people to make positive changes in their community and environment. All Portland Audubon employees are expected to serve diverse audiences and help advance our diversity strategies. More background on our diversity efforts can be found at audubonportland.org/about.

How to Apply

ONLINE SUBMISSIONS PREFERRED

Apply online at: portlandaudubon.bamboohr.com/jobs/

To submit via US Postal Service if submitting it online is not possible:

Please send your resume, cover letter and the [application](#) found on our website to:

Human Resources
Portland Audubon
REF: Development Coordinator, Major Gifts
5151 NW Cornell Road
Portland, OR 97210

APPLICATION DEADLINE:
Sunday, February 19
on or before midnight.



Diversity Statement

Portland Audubon believes that inspiring all people to love and protect nature is best achieved when we embrace diversity as a value and practice. In the same way an ecosystem needs many types of plants and wildlife, an organization thrives when it includes a diversity of people and perspectives. We recognize that inequities are widespread and create gaps between our present reality and our aspirations. Audubon is committed to:

- Reflecting the diversity of the community in our board, staff, volunteers, and members.
- Ensuring our internal culture, business practices, and programs are welcoming and advance our diversity goals.
- Empowering people to make positive changes in their community and environment.

Portland Audubon is nearing the end of a five-year strategic plan. A core priority moving forward is to infuse equity, inclusion, and diversity (EID) into all of the goals and work of the organization. This position will play an important role in achieving the organization's EID goals through engagement with staff, board members, donors, volunteers and the public. We recognize that in order to serve diverse communities we must also have diversity represented in our staff.