

Development Manager



- Position Title:** Development Manager
- Reports to:** Executive Director
- Location:** Portland, OR, with an option for remote work
- Status:** Salaried, full-time (non-exempt)
- Compensation:** \$69,000 - \$73,000 salary; \$512.50 per month health reimbursement benefit; mileage reimbursement; \$50 per month home office reimbursement; 403b company contributions after six months; unlimited paid-time off policy

ABOUT TRAILKEEPERS OF OREGON

Founded in 2007, Trailkeepers of Oregon (TKO) is a non-profit organization whose mission is to protect and enhance the Oregon hiking experience through advocacy, stewardship, outreach and education. TKO staff and volunteers build, restore, and maintain hiking trails across the state; are actively committed to promoting hikers' interests in Oregon; and promote hiking as an activity that encourages healthy Oregonians and fosters conservation of public lands.

ABOUT THE POSITION

The Development Manager will lead and manage an annual donor program, major gift development, and foundation grant proposals with the intent to diversify funding areas, cultivate donor relationships, and expand TKO's programmatic impact in the areas of stewardship, advocacy, outreach and education. The position will work closely with the TKO management team, Board of Directors, Development Committee, and Communications Committee to secure annual organizational funding, including unrestricted giving and program-specific grants, to supplement and expand on current funding agreements.

TKO offers competitive compensation commensurate with candidate skills, experience, and location. Total rewards at TKO, beyond salary, include generous paid time off, employer contributions to a Health Reimbursement Arrangement, and company contributions to a 403b retirement plan after six months of employment, and more. TKO has also recently implemented a new compensation program to ensure salary equity internally and within the Oregon nonprofit sector.

GENERAL RESPONSIBILITIES

- Develop and execute an annual fundraising plan to support a fast-growing organization in accordance with [TKO strategic goals](#) and community-centric fundraising principles. (40%)
 - Create and implement a strategy to cultivate a base of annual individual donors at a diverse range of giving levels.

- Oversee implementation of special fundraising events.
- Oversee donor database processes, including donation processing, gift acknowledgement, and reporting.
- Manage communications staff person and the TKO Communications Committee to integrate donor cultivation and program support for organizational communications.
- Serve as staff liaison to TKO's Development and Communications committees.
- Steward relationships with major donors and corporate partners to inspire support of TKO and increase unrestricted funding to the organization (30%)
 - Develop and maintain ongoing relationships with major donors.
 - Plan and implement major gift solicitations.
 - Research potential major donors and implement an engagement strategy.
 - Cultivate relationships with both large and small business partners.
 - Develop sponsorship proposals for corporate fundraising.
- Develop and track proposals for large and small foundation grants (30%)
 - Pursue funding from private and public foundations; and local, state, and federal agencies.
 - Collaborate with the TKO management team on fulfilling program funding objectives with a sustainable mix of both restricted and unrestricted funding sources.

DESIRED QUALIFICATIONS

- Demonstrated ability to work with people of diverse races, ages, genders, sexual orientations, abilities, and economic backgrounds.
- Passion for TKO's mission, vision, and values to protect and enhance Oregon's outdoor places.
- Significant experience in securing gifts from individuals, corporate donors, and foundations.
- Experience engaging multiple stakeholders at a variety of organizational levels.
- Ability to work independently to plan, prioritize, and organize a dynamic workload while developing and maintaining successful programs.
- Experience leading outreach, promotion, advocacy, or similar engagement-based programs through social media campaigns and in-person events.
- Reliable vehicle with valid driver's license, use of a personal vehicle, and cell phone (TKO provides reimbursement).

EDUCATION AND EXPERIENCE

Formal education is not required for this role. However, a strongly aligned skillset is. Please take care to write a resume and letter of interest that concisely explains your experience and why you're right for this role.

Studies show that women and people of color are less likely to apply for jobs unless they believe they meet every qualification listed in a job description. TKO values lived experience and we are dedicated to embracing diversity. If this role sounds exciting to you, we want to hear from you!

STEPS TO APPLY

Include the following in the Google Form link below:

- Resume - please include professional, educational and volunteer experience
- List of at least 3 professional &/or volunteer references
- Up to 2-Page Letter of Interest, please respond to the following questions:
 - Trailkeepers of Oregon recently updated our [ten-year Strategic Plan](#) with a new vision for how fundraising will support our programmatic growth. Take a look at the fundraising component of our plan -- page 11 -- and share with us the aspects you're most excited to work on. What three objectives would you prioritize in your first year, giving examples from your prior work experience?
 - The Development Manager position will focus on building relationships in Oregon's philanthropic community to grow unrestricted donations to TKO. Share a little about your experience leading or supporting fundraising campaigns and give an example of successfully stewarding a major donor relationship.
 - This position will supervise a communications staff person, liaise with two committees, and partner with additional staff and volunteers. Tell us about your experience supervising staff and how you'd work with a growing team to maximize the opportunities for TKO's development and fundraising initiatives.
- Submit these items to the Google Form [HERE](#)

TIMELINE

Applications will be received through August 14th, with interviews to follow soon after. The position will begin when the best candidate is found. A start date is anticipated for early- to -mid September.

This is an at-will position and is contingent on a variety of short and long term funding. The purpose of this position description is to provide information reflecting current practices. This position description does not constitute nor create any contractual agreement, rights or obligations. This position description may be amended to reflect changing priorities and adjusted funding. This institution is an equal opportunity provider.