



POSITION ANNOUNCEMENT Development Director

Our mission is simple: to bring Oregonians together to improve our environment and build a legacy of stewardship.

For over 50 years SOLVE has been bringing people together to clean our beaches, parks, neighborhoods and natural spaces. With an unstoppable force of thirty thousand volunteers, we are protecting and restoring Oregon's unique places. Our core strengths of engaging and educating volunteers serve as the foundation of our action - to preserve the quality of life we enjoy in Oregon.

AN OPPORTUNITY TO EXCEL: SOLVE is seeking a highly motivated development professional with a proven track record of fundraising success to join our dedicated, high-functioning team. Leading the fundraising activities of the organization, the ideal candidate will excel in internal management and external engagement. They will thrive leading a team of three and contributing to a collaborative work environment. The Development Director has the primary responsibility for developing and implementing strategies to raise approximately \$2 million annually from businesses, foundations, and individuals, and to expand SOLVE's base of support across Oregon. Ideal candidates will be creative, autonomous, forward-thinking, and have a solid background in developing and executing corporate partnerships.

TITLE: Development Director

REPORTS TO: CEO

MANAGES: Senior Development Manager – Individual Giving, Senior Development Manager – Corporate Giving, and Development Manager – Special Programs

BENEFITS: Comprehensive benefits package, including 401k with employer match, 100% employer paid medical and dental coverage, with option for dependents, Medical Flex Spending Account, long-term disability, vacation and sick time, paid volunteer time, and 14 additional paid holidays.

COMMITMENT: Full-time/Exempt Flexible schedule. Some nights/weekends as needed. Hybrid work schedule available. Office location is downtown Portland, Oregon.

SALARY: \$80,000-\$90,000

APPLICATION DEADLINE: October 28, 2022

DESCRIPTION OF DUTIES

Planning, Management and Leadership (50%)

- Prepare and monitor the annual fundraising plan and financial projections in alignment with the organization's strategic plan and mutually agreed upon fundraising goals
- Train, lead and supervise development staff in best-practice fundraising tactics and donor relations
- Serve on the senior management team and help lead the organization's strategic development

- Manage the Board Development Committee and support the Board of Directors in engaging with a portfolio of potential donors and volunteers
- Connect with Program staff to build knowledge of programs, volunteers, and community value
- Maintain and analyze fundraising data through the DonorPerfect CRM system; oversee staff responsible for data entry, gift processing, receipting, acknowledging and report generation
- Represent SOLVE at speaking engagements (may require minimal travel)

Corporate/Foundation/Government Relations (25%)

- Build relationships with government and corporate funders
- Evaluate SOLVE programs and identify partnership opportunities
- Develop, submit and track proposals and reports for foundation, government, and corporate fundraising
- Leverage the SOLVE brand with integrity and creativity

Individual and Major Gifts (25%)

- Support the Chief Executive Officer in maintaining relationships with major donors
- Build and steward a portfolio of individual donors interested in supporting the work of SOLVE
- Engage other staff in supporting individual donor engagement
- Steward donor relationships by ensuring fulfillment of benefits, along with consistent, creative and valued appreciation activities

QUALITIES AND QUALIFICATIONS

- Minimum four years of progressive experience managing a successful development program
- Big picture thinker with experience as a hands-on development generalist with aptitude across all platforms of contributed income generation
- Solid record of achieving revenue goals and building a pipeline of financially beneficial relationships
- Self-starter exhibiting sound judgment and creative problem-solving
- Ability to juggle multiple priorities and achieve ambitious goals in a fast-paced, small shop
- Proven track record developing and executing successful corporate proposals, annual campaigns, events, and multi-year funding activities
- Capacity to engage authentically with the public and connect SOLVE's needs and donor interests
- Excellent written and verbal communicator with the ability to represent the organization in diverse public settings and facilitate productive internal and external communications
- Interest in managing the conceptualization, creation, and disbursement of proposals and appeals that engage the public and motivate involvement
- Knowledge of research and targeted marketing strategies to reach a variety of constituents
- Experience managing staff and contractors, and working respectfully with volunteers
- Natural collaborator with the innate ability to know when to lead and when to support

- Comfortable operating independently and as part of a team in a casual yet dynamic work environment
- Demonstrated in-depth awareness and understanding of one's own cultural background and privilege, how it influences perceptions, values, and practices, and engages in the way they shape their relationship with volunteers, community members, and staff
- Experience with implementing diversity, equity, inclusion, and justice work on a personal and professional level

Successful candidates will:

- Possess personal qualities of integrity, credibility, and resourcefulness to SOLVE's mission
- Adhere to the Association of Fundraising Professionals' Code of Ethics
- Exhibit commitment to racial, ethnic, and cultural equity
- Enthusiastically embrace working in a collaborative environment with many moving parts
- Understand geographic diversity of Oregon and engage in its preservation
- Be willing to volunteer, participate and engage in the work of SOLVE
- Have a valid Driver's License
- Live within or be willing to relocate to the Greater Portland or Portland-Vancouver-Hillsboro metropolitan area.

To Apply Please submit your resumé and a cover letter describing your interest in SOLVE's mission and how your professional experience has prepared you for this position via a Word or PDF attachment to jennifer@rosecityphilanthropy.com by 5:00pm Pacific Time Friday, October 28, 2022.

Please format the subject line of your email with your last name followed by the organization name and the position. Example: Chung SOLVE Development Director. Title your documents with your last name and the document type. Example: ChungResume.pdf and ChungCoverLetter.pdf.

Thank you for exploring the possibilities with us!

SOLVE is an equal-opportunity employer and is committed to expanding the diversity of our team. Women, people of color, and members of the LGBTQIA(+) community are strongly encouraged to apply.