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Portland Eugene Bend Enterprise

## Development Associate Job Description - July 2024

### About Oregon Wild:

Oregon Wild is a non-profit organization with a mission to protect and restore Oregon's wildlands, wildlife, and waters as an enduring legacy for future generations. Founded in 1974, Oregon Wild's victories include safeguarding nearly 1.8 million acres of Wilderness and 2,200 miles of Wild & Scenic Rivers through federal legislation, protecting hundreds of thousands of acres of old-growth forests, and the preservation and recovery of numerous endangered species, from Coho salmon to gray wolves. Oregon Wild enjoys a national reputation as a pioneering organization that is both highly strategic and effective, with strong policy expertise.

### Commitment to Equity, Diversity, and Inclusion:

Oregon Wild is committed to building a more equitable, diverse, and inclusive organization and society, and we are actively recruiting and encouraging applicants from a broad range of backgrounds and communities to apply for this position. Important voices have been missing from the environmental movement for far too long, and building a stronger, more just, and more inclusive community starts by creating a more welcoming environment within Oregon and Oregon Wild. Our organization believes that by embracing, respecting, and valuing individuals regardless of their race, sex, sexual orientation, religion, national origin, or ancestry, we can become a stronger, more effective defender of Oregon's wildlands, wildlife, and waters. [Read more about our organizational values here.](#)

### General Position Summary:

The Development Associate works toward growing Oregon Wild's membership through community outreach and other strategies as well as maintaining the organization's donor database. This individual is detail-oriented, keeps the "trains running on time," brings a customer service mindset to their role, and loves talking with Oregon Wild members about their passion for our mission. The Development Associate plays a central role in the day-to-day management of the donor database, gift processing, and donor relations. The individual in this position will ensure that donor management is organized, efficient, and evolving with future best practices.

With our current membership at approximately 4,000 individuals, we hope to grow our membership to 5,000+ within the next few years. As donations from individuals account for one of the organization's largest revenue sources each year, the Development Associate plays a key role in the organization's fundraising and community outreach. Additionally, the ideal person for this role will have a strong ability to work both collaboratively in a team and individually to implement and execute the organization's membership growth strategies. Oregon Wild prides itself on having a collaborative culture, so there will be ample opportunities to work with others.

## **Position Responsibilities**

### Database Management & Gift Processing (35%):

- Manage database including donation entries, updating donor records, etc.
- Increase database accuracy through standardization of internal processes, de-duplication of entries, and consistency in data entry
- Keeps up to date with new service rollouts (and bells and whistles) from database provider EveryAction
- Generate database reports for all deposits and financial accounting
- Assist with additional development projects and other duties as assigned
- Processing donation mail and preparing incoming cash receipts log in compliance with internal financial controls
- Process and track matching gifts, stock transfer info, IRA distributions, etc.
- Track stock of and order development supplies as needed - letterhead, envelopes, etc.
- Support Executive Director and Development Director with donor outreach.

### Membership Stewardship & Growth (35%)

- Work closely with the Membership Coordinator to evaluate and improve upon our membership renewal and retention strategy.
- Experiment with different tactics to improve Oregon Wild membership renewal rates.
- Convert one-time and annual donors to become monthly Evergreen Society members.
- Conduct regular phone-banking to renew recently lapsed members.
- Coordinate with the Membership Coordinator to host membership appreciation events – including members-only hikes.
- Identify opportunities to re-engage lapsed donors through renewal mailings, phone-banking, e-renewals, and e-appeals.
- Steward recurring members of the Evergreen Society, including upgrade appeals and re-engaging lapsed donors.

- Coordinate creation, distribution, and regular updates of all fundraising-oriented direct-mail and electronic materials.

### Community Outreach & Events (30%)

- Coordinate with the Membership Coordinator to strategize Oregon Wild's community outreach presence. This will entail researching, identifying, planning and representing Oregon Wild's participation in community outreach events with an eye towards membership recruitment and fundraising.
- Work with other Oregon Wild staff to maximize the impact of community outreach events by crafting a specific membership pitch (and in some cases, a specific membership incentive) for each event.
- Train other staff and volunteers on outreach logistics and how to make a compelling fundraising pitch at events.
- Support the Membership Coordinator to develop and host events such as Wild Wednesdays, membership appreciation events, etc.

### Qualifications

- A passion for protecting and restoring Oregon's wildlands, wildlife, and waters.
- Strong computer skills, especially in Excel and Word.
- Familiarity with donor database software (experience with EveryAction is a plus).
- Experience with community outreach and event planning.
- Ability to be flexible with assignments/priorities reflecting changing needs of department and to implement and follow-through on tasks with minimal oversight.

### **Salary and Benefits:**

This is a full-time, exempt position based in Portland. Benefits include paid medical, dental, vision, alternative care, and life insurance; 403(b) retirement plan option with organizational match; and generous vacation and other paid time off including 11 paid holidays, an initial four weeks of vacation that increases with tenure, and sabbatical eligibility after five years. This position will report to the Development Director. Some evening and weekend hours may be required.

Salary range is \$42,000 - \$49,000.

### **To Apply:**

**Please fill out this [linked form](#)** and separately submit a cover letter and resume consolidated into a single PDF or Word document to [developmentjob@oregonwild.org](mailto:developmentjob@oregonwild.org). Review of completed applications will begin on August 12th and continue until the position is filled.