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Portland Eugene Bend Enterprise

Development & Outreach Associate Job Description – February 2025

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 & Outreach 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 passionate about Oregon Wild's mission, excited to engage with a variety of communities, enjoys meeting new people, brings a customer service mindset to their role, and loves the idea of growing Oregon Wild's membership and audience. The Development & Outreach Associate plays a leading role in conducting community outreach, while also providing support for 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 a grassroots public interest organization, the more people we represent, the louder our collective voice and the more effective we can be at protecting the wildlands, wildlife, and waters that inspire us all. As donations from individuals are the organization's largest revenue sources each year, the Development & Outreach 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

Community Outreach & Events (50%)

- 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.
- Work with the Membership Coordinator to develop and host events such as Wild Wednesdays, membership appreciation events, etc.

Membership Stewardship & Growth (25%)

- 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.
- 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.

Database Management & Gift Processing (25%):

- Support the Membership Coordinator in managing the database including donation entries, updating donor records, generating acknowledgement letters, etc.
- Increase database accuracy through standardization of internal processes, de-duplication of entries, and consistency in data entry
- Processing donation mail and preparing incoming cash receipts log in compliance with internal financial controls
- Assist with additional development projects and other duties as assigned
- Support Executive Director and Development Director with donor outreach.

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. Fundraising experience is a plus.
- Ability to be flexible with assignments/priorities reflecting changing needs of the 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 with a salary range of \$45,000 - \$52,000. 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 administrative time and vacation that increases with tenure, and sabbatical eligibility after five years. This position will report to the Development Director. Some evening and weekend hours will be required. Tuesday to Saturday schedule is an option. We have a hybrid work schedule, with the opportunity to work remotely 2-3 days a week after training.

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.

Review of completed applications will begin on March 3rd and continue until the position is filled.