



JOB ANNOUNCEMENT

Title: Major Gifts Director
Status: Regular, exempt position
Starting Salary: \$69,000-\$80,000 (depending on experience)
Hours: Full-time
Location: Portland, Oregon

Oregon Environmental Council seeks an experienced fundraiser who is passionate about connecting donors with ways to protect what they love about Oregon's environment. Come join our team!

SCOPE OF RESPONSIBILITY

Oregon Environmental Council's development team is responsible for raising the resources to support the organization's strategic goals via foundations and grants, corporate giving, membership, planned giving and major donor fundraising.

Reporting to the Executive Director, the Major Gifts Director supports Oregon Environmental Council's work by securing four and five figure gifts from individuals who share our values and vision. The Major Gifts Director operates within a dynamic team of four development professionals and spends a significant portion of time outside the office meeting with people, including some travel around the state.

Celebrating our 50th anniversary this year, Oregon Environmental Council is engaged in a comprehensive campaign to raise \$15 million over three years. The Major Gifts Director plays a key role in reaching campaign goals. In addition, the Major Gifts Director works with staff, board, volunteers and friends of Oregon Environmental Council to meet the organization's goals for annual giving, planned giving, and special fundraising.

DESCRIPTION OF DUTIES

- Actively manages a large portfolio of major and planned gift donors and prospects, as well as oversees and assigns the portfolios of other staff who manage major donor relationships
- Works with the Executive Director and the fundraising team to develop and implement strategy to renew and increase giving by annual donors
- Manages and grows the planned giving program
- Creates tailored strategies for each donor in portfolio, focusing on donor retention and upgrades
- Participates in all aspects of the gift cycle:
 - Initiates contact with prospective leadership and major gift donors
 - Develops appropriate cultivation strategies for them, including working with volunteers
 - Moves potential donors in an appropriate and timely fashion toward solicitation and closure
 - Makes solicitations when appropriate
 - Maintains stewardship contacts with donors; adheres to the highest ethical standards; demonstrates empathetic disposition and perseverance; reflects optimistic and positive attitude, and conveys sensitivity to needs of the donor
- Identifies leads and works with staff to qualify prospects
- Participates in planning for fundraising events including house parties and board events
- Promotes a culture of "philanthropy"

QUALIFICATIONS

Required:

- Minimum five years successful experience in major and planned gift fundraising
- Experience raising 5 figure+ gifts
- Demonstrated self-motivation, initiative, and the ability to work on short term and long term goals simultaneously
- Strong organizational skills and attention to detail; ability to manage multiple projects without losing “big picture” focus
- Ability to work independently and cooperatively in a team environment
- Existing relationships with Oregon’s philanthropic community
- Engaging personality and strong interpersonal skills; a real people person
- Willingness to travel (mostly around Oregon) on a monthly basis, spending a significant amount of time meeting with donors
- Valid drivers license

Desirable:

- Experience using donor relations databases
- CFRE certification
- Familiarity with Oregon’s environmental policies and programs

COMPENSATION AND AMENITIES

Salary is \$69,000 to \$80,000 depending on level of experience. Excellent benefits include four weeks of paid vacation annually, generous health insurance for employee and family, and employer contributions to a retirement fund.

ABOUT OREGON ENVIRONMENTAL COUNCIL

Founded in 1968, and celebrating its 50th anniversary, Oregon Environmental Council (OEC) is a non-profit, non-partisan, statewide organization governed by a 17-person board of directors from throughout Oregon. Our mission is to advance innovative, collaborative, and equitable solutions to Oregon’s environmental challenges for today and future generations. OEC advocates for equitable, impactful, lasting solutions that get at the source of Oregon’s environmental problems and have real benefits for people’s health and quality of life. These challenges include advancing solutions to climate change, clean water, clean air and reducing toxic chemicals in our environment. We find common ground with a diverse group of stakeholders to create collaborative solutions that support social equity and a sustainable economy. To learn more about OEC’s commitment to and progress on justice, equity, diversity and inclusion, see our [Partners and Diversity webpage](#). Find out more about Oregon Environmental Council at www.oeconline.org.

This is a responsible position in a fast-paced, mission-driven environment. OEC offers a collaborative, team-oriented, family-friendly workplace that treats employees as the responsible professionals they are. We have been among the top 10 in Oregon Business magazine’s “Best Nonprofits to Work For” list. You will learn a lot, laugh a lot, and feel great about helping Oregon communities become better, healthier places to live.

TO APPLY

Please send a cover letter and resume that specifically addresses the required qualifications, including your experience raising 5-figure gifts, for this position via email to karenr@oeconline.org with subject line “Major Gifts Director.” The position will be open until filled, but we will review applications after November 14. We also recognize that it may be difficult for fundraisers to start this position during year-end and expect that this position will begin in January. If you are less experienced, but hungry to fundraise and align donors with mission-aligned giving, make your case for why we should interview you.

OEC is an equal opportunity employer. Women, people of color, people with disabilities, and LGBTQ candidates are encouraged to apply. If you need accommodation for any part of the employment process because of a disability, e-mail karenr@oeconline.org or call 503-222-1963 x100 to let us know the nature of your request.