JOB ANNOUNCEMENT

Title: Major Gifts Officer
Status: Regular, exempt position
Reports to: Deputy Director for Philanthropy
Hours: Full-time
Salary: Commensurate with experience; minimum of $65,000

SCOPE OF RESPONSIBILITY
Oregon Environmental Council (OEC) seeks a Major Gifts Officer to secure both major and annual gifts from individuals who share our values and vision. The Major Gifts Officer maintains a personal portfolio of major and planned giving prospects and donors. In collaboration with the Deputy Director for Philanthropy, the Major Gifts Officer develops strategies and approaches to successfully identify, cultivate, solicit, and secure gifts and steward donors around Oregon. The Major Gifts Officer spends a good portion of time outside the office meeting with people, including some travel around the state.

In addition, the Major Gifts Officer works with staff, board, volunteers and friends of OEC to meet the organization’s goals for annual and special fundraising.

OEC established a major donor program (donors who contribute $1,000 or more annually) in 2006 and has increased major donor giving each year since then to over $650,000 in our 2019-20 annual budget.

DESCRIPTION OF DUTIES
- Manages a portfolio of 100-120 major and planned gift donors and prospects
- Works with OEC staff, board and volunteers to organize dinners, luncheons and other events, which have the potential to lead to major gifts or are direct fundraising events
- Works closely with OEC's fundraising and marketing/communications staff to create funding proposals and solicitation materials as needed
- Works with Deputy Director for Philanthropy to develop and implement strategy to renew and increase giving by annual donors
- With Deputy Director for Philanthropy, manages the planned giving program
- Actively engages and contributes to organizational fundraising campaigns
- Identifies prospects and works with staff to conduct prospect research and track

QUALIFICATIONS

Required:
- Minimum five years successful experience in major and/or planned gift fundraising
- Ability to understand the needs and interests of leadership and major gift donors in order to develop relationships between them and the organization
- Ability to successfully manage multi-functional or diverse areas
- Comfort with making cold calls
- Experience developing cultivation and solicitation strategies
- Excellent communication skills, both oral and in writing; engaging, outgoing personality and strong interpersonal skills; a real people person
- Demonstrated self-motivation and initiative
- Strong organizational skills and attention to detail; ability to manage multiple projects while keeping a “big picture” strategic view
- Ability to work independently and cooperatively in a team environment
- A commitment to equity, diversity, and an inclusive workplace
- Experience using a donor database, Salesforce preferred
- A passion for OEC’s mission and values
- Ability to travel statewide and nationally

Desirable:
- Existing relationships with Oregon’s philanthropic community
- Experience organizing successful fundraising events

Compensation and Amenities
This is an exempt position, and the minimum salary is $65,000 with the potential for a higher salary commensurate with experience. Excellent benefits include four weeks of paid vacation (three the first year) annually, and generous health insurance for employee and family. Learn more about OEC benefits here.

About Oregon Environmental Council
Founded in 1968, OEC is a nonprofit, nonpartisan, statewide organization governed by a 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 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 toxic chemicals in our environment, water pollution and scarcity, and climate change. 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 A vision for justice on our website.

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. You will learn a lot, laugh a lot, and feel great about helping Oregon communities become better, healthier places to live.

To Apply
The position will be open until filled, but we will start to review applications on February 24, 2020. Please email your cover letter and resume to our operations manager Karen Roberti at karenr@oeconline.org with subject line “Major Gifts Officer-your name.”

Oregon Environmental Council provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, gender assignment, gender identity or expression, national origin, (dis)ability status, genetics, protected veteran status, sexual orientation, or any other characteristic protected by federal, state or local laws. This policy applies to all terms and
conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation and training.

If you need accommodation for any part of the employment process, e-mail Karen Roberti at karenr@oeconline.org or call 503-222-1963 x100 to let us know the nature of your request.