

**JOB OPENING: DEVELOPMENT DIRECTOR
WATERWATCH OF OREGON
www.waterwatch.org**

WaterWatch of Oregon is a leading non-profit river conservation organization devoted to protecting and restoring flows in Oregon's rivers and streams. Now in its 25th year, WaterWatch has been broadly recognized as a leading proponent for water laws and policies that protect stream and river flows necessary to sustain fish, wildlife and people who depend on healthy rivers. WaterWatch has an active and geographically diverse membership, a budget of approximately \$400,000, a current staff of five and an active board of directors. WaterWatch is well positioned for future growth and the Development Director will be instrumental in achieving the organization's growth objectives. This is a full-time, exempt position based in Portland.

RESPONSIBILITIES

- With the Executive Director, play a critical role in developing and implementing the development aspects of the organization's strategic plan.
- With the Executive Director and the board, create, manage and implement an annual development plan that is measurable, involves other staff, board and stakeholders and supports the organization's growth and budgeting processes.
- With the Executive Director create an annual major donor campaign.
- Lead and manage the major donor campaign, involving board, staff and other stakeholders. Lead the research of biographical and financial information on potential major donors and personally cultivate and secure individual gifts.
- With the support of the Executive Director and board, coordinate and implement a series of events (e.g., river visits, rafting and fishing trips, others) for current or potential funders and major donors.
- Lead and manage an annual membership drive involving board, staff and other members.
- Manage the membership renewal process through an appropriate and consistent mix of personal contacts, direct mail and internet communications and appeals.
- Manage the expansion and maintenance of the organization's membership/donor/prospect database. Ensure relevant data entry and access to data, donor tracking and prospect management.
- Lead and coordinate an annual auction or other signature event, including creating and managing a planning committee of board members, staff and volunteers.
- Assist the board in targeted fundraising efforts that include their own giving and securing support from others, including through board member sponsored events.
- Work closely with the Executive Director to schedule, coordinate and perform grant writing and reporting. Assist the Executive Director in creating and managing relationships with private foundation funders.
- Assist with the development and publication of membership and outreach materials, including printed materials and the evolution and maintenance of the website as it relates to development.
- Be a significant player in the organization's branding and public relations efforts.
- Other duties as assigned.

QUALIFICATIONS

- A minimum of three years of clearly demonstrated success in leading fundraising efforts for a non-profit organization or political campaigns or proven success in a direct sales/marketing environment.
- A proven track record of achieving revenue/fundraising targets.
- A background in conservation as a staff person or as an active volunteer is desirable as well as a love and passion for water and free flowing rivers.
- A positive, outgoing personality and a genuine interest in working with people.
- A high energy, “can do” attitude with a proven ability to lead and take the initiative on projects. Ability to be flexible and work as part of a team.
- Demonstrated ability to prospect, cultivate and manage new donors and/or accounts.
- Demonstrated and unabashed willingness to ask others for financial support.
- Excellent writing skills.
- Excellent group and one-on-one verbal skills and the proven ability to relate to a wide variety of people in an equally wide variety of settings.
- Strong and proven computer literacy including demonstrated use of spreadsheets, databases and internet based fundraising.
- Proven ability to manage day-to-day details while focusing on the big picture.
- Demonstrated ability to lead, coordinate and carry out events.
- An ability to be self-directed and a desire to work in a small, collegial office.
- A sense of humor.

Salary and Benefits: Salary subject to negotiation based on background and experience. Attractive benefits including medical and dental insurance, retirement, generous vacation plan and sabbatical program

Application Process: Only hard copy submissions will be considered. Send cover letter, detailed resume, three professional references and your answers to the following questions:

1. Describe your commitment to river conservation and what you see as the three critical challenges to healthy rivers and streams in Oregon.
2. In your view, what are the three top reasons people give money to organizations like WaterWatch?
3. How would you go about cultivating donors to give money to WaterWatch given your three reasons?
4. What background, experiences and commitments make you a perfect fit for this position?

Application Deadline: January 22, 2010

Submit materials to: WaterWatch of Oregon
213 SW Ash St., Suite 208
Portland, OR 97204

No phone calls please.