



Title: Development Director
Status: Regular, exempt position
Reports to: Executive Director
Hours: Full-time

Background and Scope of Responsibility

Water is one of the major issues of our time. As WaterWatch's Development Director, you will be a key member of the core team managing and implementing a unique mission critical to Oregon's water future. This includes the long term health of iconic rivers, Oregon's lakes and aquifers, iconic species like salmon and waterfowl and communities and economies that depend on healthy waters across the state. WaterWatch's mission is to protect and restore streamflows for the native fish, wildlife and people who depend on healthy rivers in Oregon. WaterWatch also removes obsolete dams and secures the balanced water policies Oregon needs in a time of recurring drought and a changing climate.

At WaterWatch you'll lead the design and implementation of strategic communications and outreach efforts that engage the public and key audiences in understanding Oregon's water challenges and supporting effective, equitable reforms and solutions that secure a water future for the state that includes healthy rivers, salmon and freshwater aquatic species and balanced policies, investments and responses to a changed climate in our state.

The Development Director will be housed in WaterWatch's Portland office. You will report directly to WaterWatch's Executive Director but also work closely with the Communications Manager, board members and program staff to implement strategies to meet the organization's annual budget and fund expansion set forth in the Strategic Plan. Ideally, you are a highly motivated and mission driven individual with prior conservation non-profit development experience – and especially, a willingness to ask for gifts to support a mission driven organization. You have a passion for conservation and Oregon's rivers.

At WaterWatch, the Development Director is responsible (with the Executive Director) for implementing the development elements of WaterWatch's Strategic Plan and, with the Executive Director, implementing annual development plans. The Development Director works closely with the Executive Director, the Communications Manager, board members, and committees. The Development Director is responsible for coordinating and managing development related projects, ensuring they are delivered on time, within budget, and meet or exceed revenue goals.

Required Skills and Qualifications

- A genuine interest and enthusiasm for WaterWatch's mission.
- A track record of securing substantial financial support for a mission driven organization.
- A genuine willingness and enthusiasm to ask for gifts large and small to support the mission.

- Bachelor's degree and 2-5 years experience, with increasing responsibilities and track record of success, in event management and individual gift fundraising.
- Outcome-oriented with track record of success.
- Self-starter. Proven ability to establish priorities, solve problems, work in a team environment, and meet deadlines.
- Positive, optimistic personality. Ability to be gently persistent.
- Ability to articulate the mission and make persuasive and compelling presentations to current and potential donors.
- Technological proficiency in development and communications related software and database program. At WaterWatch these include Salsa, Greater Giving, WordPress and Microsoft Office.
- Familiarity with social media platforms and ability to use social media to implement development strategies.
- Some graphic design software expertise helpful.
- Ability to think strategically and organize tasks required to meet an objective. Includes ability to delegate tasks and effectively manage volunteer help.
- Sense of humor.
- Attention to detail.
- Strong interpersonal, written and verbal communication skills.
- Demonstrated effective use of communications and marketing strategies to support fundraising efforts.

Key Responsibilities

This position plays a vital role in sustaining and growing WaterWatch's financial health and mission by securing increasing amounts of support to help fund WaterWatch's annual operating budget, currently about \$900,000. The three major areas of responsibility are:

1. Membership Program

With the Executive Director and, as necessary, the Communications Manager, direct, implement and coordinate the membership program to retain and expand WaterWatch's regular and monthly membership. Program includes timely member renewal mailings and other communications, special appeals (including end of year and other appeals), internet based giving, and monthly donor programs. Work with the Executive Director and Board to increase membership, internet giving and monthly members on an annual basis.

Success in this area will be measured by successful and timely implementation of the membership program and meeting the budgetary and member targets of relevant plans.

2. Events

Oversee and carry out the annual auction and banquet and smaller events. Building on prior years' successes, work closely with the Auction Committee, board, a strong group of volunteers and staff to plan, budget and carry out the auction successfully. Track relevant data for events including guests, volunteers, budgets, sponsors, and donations. Coordinate other events and provide support to house parties and smaller gatherings intended to introduce people to WaterWatch and/or raise funds. Success in this area will be measured by budgetary results and the ability to produce events with increasing efficiency and return on investment.

3. Major Donors.

Work with the Executive Director, board members and independently to obtain productive, in-person meetings with donors and prospects and secure their support. Develop and maintain substantive

relationships with existing WaterWatch donors through face-to-face meetings, river trips/field trips, donor education, donor recognition, gift acknowledgement and attentive response to donor requests and inquiries. Create solicitations tailored to specific larger donors. Strengthen donor involvement in WaterWatch's mission and increase donor financial commitment over time. Donor and prospect stewardship, prospect identification and cultivation are important elements of the job. Provide data and support as necessary for major donor efforts.

Success in this area will be measured by the number of asks made and gifts secured to meet budget projections both in the annual campaign and across the year.

Other Responsibilities

4. Communications and Outreach.

With the Communications Manager, program staff and Executive Director, coordinate relevant communications and development related outreach with members, major donors, and prospective donors to support development efforts and strategies. Assist with development related messages and elements of newsletters and special appeals, donor recognition/appreciation and acknowledgment. The position includes coordinating elements of event communications for the annual event and other events as well as working with the Communications Manager to support development efforts through WaterWatch's website and social media tools.

5. Database Management and Reporting.

Manage and analyze donor and prospect information in database form. Ensure timely entry of donations, event data and preparation of routine member and fundraising reports and other reports as needed to support fundraising efforts, reporting and planning. With the Executive Director, and sometimes Board members, acknowledge and thank donors. Assist as needed on other development data intensive efforts. Use the event database and the membership database to track donations, record and report information about past, current and prospective donors, including major donors and event attendees and develop strategies to move donors to higher levels of giving.

6. Corporate Donors.

With the Executive Director, plan, oversee and implement elements of a corporate donor program. Part of this program currently involves auction sponsors and donors.

7. Planned Giving.

With the Executive Director, continue to implement WaterWatch's Planned Giving Program. Secure gifts to WaterWatch through donor estate planning activities.

Compensation

Salary is commensurate with experience. Starting \$55,000-\$62,000 (depending on experience). Excellent benefits include 20 days of Paid Time Off (PTO) in the first year of employment in addition to regular holidays. PTO increases on a set schedule. Comp time is provided for hours in excess of 40 per week. Other benefits include medical and dental insurance and an employer contribution to a 401K retirement plan (if the employee participates in the plan). WaterWatch also has a sabbatical program.

To Apply

No calls please. The position will be open until filled. Please send a cover letter and resume via email to John@waterwatch.org

About WaterWatch

WaterWatch of Oregon was the first organization in the West to focus on the protection and restoration of streamflows. Founded in 1985, WaterWatch is Oregon's leading advocate for streamflows and balanced water policies. Our mission is to protect and restore streamflows for the fish, wildlife and people who depend on healthy rivers in Oregon. WaterWatch also removes obsolete dams and secures the balanced water policies Oregon needs in to adapt to recurring drought and a changing climate. WaterWatch is the key reason Oregon is well ahead of other western states in streamflow protection and restoration. WaterWatch's focused mission remains unique among conservation organizations.

WaterWatch offers the opportunity to perform challenging, important and rewarding work on one of the major issues of our time, an opportunity to represent iconic rivers and species and a great place to work. Turnover is very low for our staff. WaterWatch currently has a staff of 8, a board of 13.

WaterWatch is an equal opportunity employer. Women, people of color, people with disabilities, and LGBTQ candidates encouraged to apply.