



# WATERWATCH

## DEVELOPMENT DIRECTOR

WaterWatch of Oregon is seeking a Development Director to help develop and implement strategic fundraising for the organization to meet its annual budget and fund expansion set forth in WaterWatch's Strategic Plan.

WaterWatch is an environmental non-profit organization founded in 1985 with a mission to protect and restore streamflows in Oregon's rivers for the native fish, wildlife and people who depend on healthy rivers.

WaterWatch also works to protect and restore free flowing rivers, remove obsolete dams and other artificial barriers to native fish, advocate for sustainable groundwater management, and secure balanced and equitable water policies and investments in a climate changed world. WaterWatch was the first organization in the nation to work at the intersection of streamflows and water policy, and our work has become a model for similar efforts in other western states.

We are seeking a highly motivated individual with a willingness to ask for gifts to support a mission-driven organization. We have found that it is important to show donors and potential supporters the places their support will protect or restore and to share the experience of being on a river together. Prior fishing or other guide or outdoor industry experience and a willingness and ability to take people on rivers in Oregon are desired attributes for this position.

We are looking for someone outgoing, motivated, energetic, strategic, tech-savvy, and who enjoys working with diverse people and organizations to get things done. A passion for conservation, fish and wildlife and river protection is important. The desire to build the capacity and power of WaterWatch to secure ecologically appropriate, equitable water policy reforms and implement the WaterWatch mission is critical. This position requires someone active, engaged and invested in our mission, and enthusiastic about development and building WaterWatch's capacity to implement the mission.

## DESCRIPTION OF DUTIES/RESPONSIBILITIES

This position will report directly to WaterWatch's Executive Director but also work closely with the Communications Manager, board members, and other staff to implement strategies to meet the organization's annual budget and fund expansion set forth in the Strategic Plan. Position duties include:

**1. Membership:** Oversee and carry out WaterWatch's membership program.

- With the Executive Director, direct, implement and coordinate the membership program to retain and expand WaterWatch's regular and monthly membership.
- With the Communications Manager, produce all membership fundraising communications, including member renewal mailings, special appeals, an end-of-year accomplishments report, and membership elements of a quarterly newsletter.
- Manage WaterWatch's monthly donor program as well as several online giving portals.
- Work with the Executive Director and Board to increase membership, online giving, and monthly membership on an annual basis.

**2. Events:** Oversee and carry out WaterWatch's annual auction and other smaller fundraising events.

- Work closely with the Auction Committee, board, and a strong group of volunteers and staff to plan, budget and carry out the auction successfully.
- Manage relevant event data including guests, volunteers, budgets, sponsors, and donations.
- Coordinate other fundraising events and provide support to house parties and smaller gatherings intended to introduce people to WaterWatch and/or raise funds.

**3. Communications and Outreach:** Lead development-related communications and outreach efforts with members, major donors, and prospective donors to support development campaigns and strategies.

- Assist with development-related messaging and utilize persuasive messaging to reach broad audiences and expand WaterWatch's membership base.
- Lead communication efforts for annual auction and other fundraising events in coordination with the Communications Manager.

**4. Database Management and Reporting:** Manage and analyze donor and prospect information in WaterWatch's donor database.

- Ensure timely entry of donations, event data, and preparation of routine fundraising and other reports as needed to support fundraising efforts, reporting, and planning.
- Acknowledge all gifts and thank all donors in a timely manner, including prompt writing and mailing of thank-you cards.
- Use the event and membership databases 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.

**5. Other Development:**

- **Major Donors:** With the Executive Director, staff, and board members, work to obtain productive, in-person meetings with donors and prospects and secure their support. Ideally, some of these meetings will take place on rivers.
- **Relationship Building:** With the Executive Director, develop 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.
- **Grants:** Assist as needed with foundation and grants prospecting, research and reporting.
- **Corporate Giving:** Plan, oversee, and implement a corporate donor program. Part of this program currently involves auction sponsors and donors.
- **River Defender Program.** Build on emerging momentum in WaterWatch's River Defender Program, which seeks bequests and other forms of legacy giving to the organization.

This position reports to the Executive Director but will involve working and coordinating with WaterWatch's entire staff and Board.

**REQUIRED QUALIFICATIONS:**

- Bachelor's degree and a minimum two years of relevant development professional experience, with track record of success in event management and individual gift fundraising.
- A genuine willingness and enthusiasm to ask for monetary gifts to support the mission.
- A track record of securing financial support for a mission-driven organization.
- Experience working in a non-profit or outdoor industry setting with a mission-driven staff and board, preferably in fields related to water, rivers, fish and wildlife or that involved river conservation.
- Strong, clear written and verbal communication skills.

- Strong written and oral communication skills and the ability to articulate the mission and make persuasive and compelling presentations to current and potential donors.
- Some prior knowledge, or a genuine willingness and curiosity to learn about water and river conservation issues, equity, and policy reform.
- Proven ability to establish priorities, manage multiple projects, work in a team environment, and meet milestones and deadlines.
- Skilled at using technology and software for donor and event management. Proficiency with social media platforms, tools, and analytics. Proficiency with Salsa CRM, EveryAction/equivalent, WordPress/equivalent, GreaterGiving/equivalent and Microsoft Office.
- Ability to think strategically and organize tasks required to meet an objective.
- Experience with development of culturally appropriate outreach materials for target audiences.
- Ability to work cooperatively in a team environment.
- Willingness to work occasional evenings and weekends.
- Demonstrated emotional intelligence.

**Desirable:**

- Track record of managing large nonprofit events (250+ people) in Portland, Oregon.
- Experience with conservation nonprofit fundraising in Oregon.
- Specific knowledge of and interest in rivers, fish and wildlife, and water issues in Oregon.
- Development-specific certifications or training a plus.
- Experience recreating on rivers (i.e. fishing, boating, canoeing, kayaking, swimming) and an interest in leading river/field trips with donors.
- Experience in river-focused industries, including angling, sales, guiding, and marketing.

**COMPENSATION AND BENEFITS**

The starting salary range for this position is \$68,000 to \$73,000 per year depending on experience. Benefits include health, dental, and vision insurance; 401(k) retirement plan option with employer match up to 3%; Paid Time Off (PTO) of 20 days per year to start with and increasing PTO based on years of service; and recurring 6-week sabbatical eligibility after seven years. In addition, salaried employees are eligible for compensatory time off for hours worked in excess of 40 per week.

**Commitment to Justice, Equity, Diversity, and Inclusion:**

WaterWatch values diverse perspectives and experiences and seeks candidates who will help foster an equitable and inclusive organization. WaterWatch embraces, respects, and values individuals regardless of their race, gender, sexual orientation, religion, national origin, or ancestry.

WaterWatch 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.

**Instructions for applying:** Applicants should submit a cover letter explaining how you would contribute to achieving WaterWatch's mission, resume, and three professional references combined into a single PDF document to [neil@waterwatch.org](mailto:neil@waterwatch.org) by 5 p.m. PST on Friday, February 6th, 2026. The deadline for first consideration is Friday the 6th but we will continue to accept and review applications on a rolling basis after the deadline until the position is filled.