



## **Job Description: Fund Development Director**

### **About Oregon Parks Forever**

Oregon Parks Forever is a 31-year old statewide nonprofit organization dedicated to funding projects & programs that enhance the experience of using and accessibility of Oregon's Parks & Forests. Our mission calls for us to work with Federal, State, County, City and Tribal parks. We have four pillars to our Strategy: 1) Protect Existing facilities and amenities, 2) Increase park accessibility, 3) Provide healthy outdoor activities, and 4) Educate the future stewards of our public lands.

### **Position Summary**

The Fund Development Director will lead the organization's fundraising efforts to ensure financial sustainability and growth. This role will focus on developing and implementing comprehensive strategies to expand individual major gift, corporate, foundation, and planned giving efforts. Reporting to the Executive Director, the Fund Development Director will play a pivotal role in fostering relationships with middle and large-sized donors, engaging the community, and driving initiatives to support Oregon Parks Forever's mission.

Building a large and diverse cross-section of major contributors across the Pacific Northwest is critical to Oregon Parks Forever's efforts to enhance the experience and increase accessibility of Oregon's parks & forests. This position will work closely with the Executive Director to develop innovative and creative strategies to effectively educate, engage, and inspire supporters to enhance, protect, preserve, and steward Oregon's parks & forests.

This role requires a flexible schedule, including some evening and weekend commitments, to engage with the community and represent OPF at key events

In addition to the Fund Development Director, the philanthropy team includes the Director of Membership & Communications, a Membership Assistant and an Administrative Assistant along with support from the Executive Director and Board of Directors. This is an external-facing role essential to achieving our mission and strategic goals.

## **Responsibilities**

### 1) Strategic Leadership

- Develop, implement, and oversee a strategic fund development plan that aligns with organizational goals and supports long-term financial stability.
- Collaborate with the Executive Director, Director of Membership & Communications, and Board Members to set fundraising goals and priorities for ongoing donor engagement strategies.
- Monitor fundraising trends and adjust strategies to meet evolving organizational and donor needs.

### 2) Donor Engagement and Stewardship

- Cultivate and maintain relationships with major donors, corporate sponsors, and foundation representatives.
- Design and execute campaigns to grow individual giving, including major gifts, annual campaigns, and recurring donations.
- Develop and implement stewardship strategies to ensure donor retention, satisfaction and reactivation.
- Build authentic relationships with individual \$500+ donors through personalized outreach, meetings, and stewardship.
- Manage a portfolio of mid-level donors and prospects, to cultivate increased engagement and contributions over time.
- Develop a regular initiative to move mid-level donors to Founder's Circle.
- Work with the Director of Membership & Communications to develop compelling donor materials and campaigns.

### 3) Grant Writing and Management

- Identify and apply for grant opportunities that align with organizational priorities and prepare compelling proposals.
- Maintain a grants calendar and ensure timely submission of applications and reports.
- Build relationships with foundations and other grant-making organizations to expand funding opportunities.

#### 4) Corporate and Community Partnerships

- Cultivate partnerships with corporations, local businesses, and community organizations to secure sponsorships and other financial support.
- Develop and oversee a corporate giving program, including employee matching and volunteer opportunities.

#### 5) Planned Giving

- Develop and implement a planned giving program, including marketing efforts to promote legacy giving opportunities.
- Engage with legal and financial professionals to facilitate estate planning and charitable giving discussions.
- Partner with Executive Director to identify planned giving prospects and facilitate legacy discussions.

#### 6) Event Management (To the extent we have them)

- Plan and execute fundraising events, including galas, donor appreciation events, and community engagement activities.
- Oversee event budgets, logistics, and volunteer coordination to ensure successful execution.

### **Qualifications**

#### Required:

- Bachelor's degree or higher in nonprofit management, business, communications, or a related field.
- 5+ years of professional fundraising experience, including major gifts, corporate sponsorships, and grant writing.
- Proven track record of meeting or exceeding fundraising goals.
- Strong interpersonal and relationship-building skills with diverse stakeholders, with a passion for connecting with people and building relationships.
- Excellent written and verbal communication skills, with the ability to craft compelling donor materials.
- Self-starter with a proactive approach to meeting new people and engaging donors.

- A willingness to learn and grow within the organization, with mentoring and training provided.
- Enthusiasm for the enhancement, protection, preservation, and stewardship of Oregon' parks & forests.
- Experience with donor management systems (e.g., eTapestry, Raisers Edge, Salesforce) and other fundraising software.
- Familiarity with fundraising regulations, tax laws, and best practices.
- Strong Word & Excel skills

Preferred:

Knowledge of conservation, outdoor recreation, or environmental organizations.

Certified Fund Raising Executive (CFRE) or similar credential.

Experience in planned giving and estate planning strategies.

### **Compensation and Benefits**

Competitive salary commensurate with experience.

Comprehensive benefits package, including health & dental insurance, retirement contributions after one-year of service, and paid time off.

Flexible work environment with opportunities for remote work.

**Salary Range:** \$80,000 - \$90,000 (depending on experience)

### **How to Apply**

Interested candidates should submit a resume, cover letter, and three professional references to [seth@orparksforever.org](mailto:seth@orparksforever.org). Applications will be reviewed on a rolling basis, with preference given to those submitted by **May 31, 2026**.

Oregon Parks Forever is an equal opportunity employer. We celebrate diversity and are committed to creating an inclusive environment for all employees.