



Job Opening: Development Associate

Position posted: Sept. 15, 2018

Location: Portland, Oregon | Reports to: President and COO/CFO

About Sustainable Northwest

Sustainable Northwest is a conservation non-profit working at the intersection of economy, environment, and community. We pioneer transformative market and governance models in the service of people and nature. We envision a low-carbon economy where producers and consumers value and reward sustainably produced food, fiber, energy. Innovative and equitable policies, markets, and systems of collaborative governance align to support healthy landscapes and strong communities.

Position Summary

We are looking for a talented leader and implementation expert to support our work by successfully planning and executing organizational fundraising. The Development Associate is a full-time, exempt, non-supervisory lead responsible for key internal coordination and external programs including donor cultivation, fundraising campaigns, events and development communications. Join a dynamic and committed team in this important role!

Key Responsibilities

- **Donor cultivation and support:** Work with executive and program staff to support coordination of individual donor outreach and development program. Organize meetings and track communications. Research potential foundation, corporate, and individual donors. Produce donor acknowledgements and thank you letters. Work with finance staff to ensure accurate reporting of gifts
- **Event coordination:** Serve as internal lead on essential organizational fundraising events—from annual gala to quarterly “friend-raisers” and community outreach opportunities. Coordinate and implement events utilizing proven and new approaches.
- **Appeals:** Coordinate direct mail campaigns and other fundraising mailings. Work with President and staff to develop compelling messaging. Coordinate execution with vendors and consultants as needed
- **Marketing:** Recommend new outreach and branding opportunities to cost-effectively build awareness and investment in Sustainable Northwest from current and future constituents
- **Stakeholder database management:** Maintain Salesforce donor database to accurately track information about donors, prospects and supporters. Maintain hard copy donor files
- **Board support:** Provide staff support to Board committees
- **Proposals:** Support program staff in researching, coordinating and reviewing foundation grant proposals and reports.
- **Other:** Manage donor stewardship and gift acknowledgement. Maintain organization information on online giving websites (i.e. Guidestar, Charity Navigator, etc.)

Qualifications

- Bachelor’s degree in relevant field and minimum four years of professional experience in combination of fundraising, marketing, public relations, advertising or sales roles
- Professional experience in event coordination and production, preferably engaging volunteers
- Ability to initiate dialogue with new and existing donors and supporters across channels
- Outstanding verbal and written communication skills across a variety of formats and mediums
- Persuasive writing experience (print, donor communications, and/or Web channels)
- Self-motivated and able to effectively manage deadlines in a collaborative, team environment

- Demonstrated project management skills and experience. Organized with an attention to detail and ability to manage multiple tasks
- Competence in Microsoft Office (Word, Excel, Powerpoint, MS Project)
- Strong working knowledge of Salesforce
- Diplomatic and self-aware; willing to adapt to feedback toward goal of continuous improvement

Desired Qualifications

- Curiosity and passion for environmental or social issues and solutions
- Persuasive writing experience in print and Web
- Talent for simplifying communicating complex issues in compelling, public-facing
- Some Web publishing or digital production experience

Benefits and Compensation

- \$46,000-\$52,000 annual salary, depending on experience
- Sustainable Northwest offers a comprehensive and generous benefits package. We support employee wellness and offer medical, dental, and vision insurance; generous paid time off and sick time; flexible schedules; 403(b) retirement plan with employer contributions; transit and bicycle benefits; and pre-tax spending plan for medical, and dependent care.

Sustainable Northwest is an equal opportunity employer. We encourage applications from candidates with diverse backgrounds and individuals from historically underrepresented groups, whose experience will strengthen our organization and innovations. We do not discriminate on the basis of an applicant or employee's race or ethnicity, national origin; gender, gender identity or sexual orientation; age, ability, or other legally protected status.

To Apply

- Send email with 'Development Associate' in subject line. Email cover letter, resume and one business writing sample to info@sustainablenorthwest.org. Applications must be complete to be considered. No phone calls or email inquiries, please. Thank you for your interest in joining the SNW team!