



Organization: Children First for Oregon
Position: Development Director
Reports to: Executive Director
Location: Portland, OR
Salary: \$50,000 - \$55,000 DOE
Status: Full-time, Exempt Position
Apply by: August 30th

Summary Job Description

Responsible for management of existing donor relations and providing leadership of board fundraising efforts, including foundation and corporate relations and expansion of individual and corporate donor base. Senior position working closely with Executive Director and Board.

Duties and Responsibilities

1. Develop and implement Board-approved fundraising plan, with emphasis on development of strategies to increase individual donors and corporate sponsorships.
2. Manage and grow existing fundraising programs.
3. Manage all organizational grant writing activities including coordination with contract bookkeeper to assemble financial data.
4. Coordinate, manage and implement annual fundraising events.
5. Enhance existing database of individual and corporate donors, and oversee reporting for all fundraising.
6. Oversee and implement organizational marketing efforts, including coordination of public relations activities, website and on-line fundraising.
7. Supervise Development Assistant.

Qualifications

- At least 3 years fundraising experience with at least one year of proven experience managing a comprehensive fundraising program in a leadership role including supervising personnel and responsibility for budgets
- Familiarity with, and at least intermediate working level knowledge of, donor database management systems such as Convio, Salesforce, etc.
- Demonstrated ability to develop, manage and implement public relations activities and events
- Strong oral and written communication skills necessary for grant writing, report writing and public speaking

- Strong organizational and project management skills
- Computing skills including Excel, Word and PowerPoint
- Commitment to the mission of the organization
- Financial competence in budgeting and revenue goal setting
- Professional certification helpful
- College degree or equivalent; advanced degree preferred

Application Process

Please send cover letter and resume to Robin Christian, Executive Director via email to robin@cffo.org. No phone calls please.

Children First for Oregon

Children First's mission is to make Oregon a place where all children thrive. We educate and engage Oregonians to promote programs and policies that get results for kids, with a particular focus on issues of Family Financial Stability, Children's Health, and Child Welfare. We represent the needs of 141,000 children who live in extreme poverty, over 100,000 children who lack health insurance, and more than 16,000 children in foster care.

Learn more about us at: www.cffo.org