



POSITION: Donor Relations Manager
REPORTS TO: Development Director
LOCATION: Portland, OR (Willamette Valley locations considered)
CLASSIFICATION: Full-time, FLSA exempt

DESCRIPTION

Oregon Natural Desert Association (ONDA) is a nonprofit conservation organization dedicated to protecting, defending and restoring Oregon's high desert. The primary purpose of the Donor Relations Manager position is to secure funds for the organization by managing a group of assigned donors. The Donor Relations Manager oversees a portfolio of fundraising initiatives and relationship building actions to support the conservation of desert public lands, waters and wildlife throughout central and eastern Oregon.

Alongside ONDA's Development and Communications team, the Donor Relations Manager is responsible for developing and implementing engagement and fundraising strategies that retain, upgrade and grow donor involvement. This position will be responsible for completing discovery meetings and soliciting gifts with current and prospective major gift donors and will spend a significant amount of time connecting with donors face-to-face, on the phone, or through emails.

The Donor Relations Manager role serves as a hub for growing connections and contributions among ONDA's 2,500+ existing annual donors who reside in the Portland Metro area and Willamette Valley, while also supporting state and region-wide fundraising efforts. This position will also recruit new financial supporters through public outreach programs.

ONDA has a large, loyal base of existing donors and deepening our investment in growing lead individual gifts is a strategic priority for the organization. The Donor Relations Manager benefits from a small, strong existing major gifts program and an individual giving program that has exceptional growth potential.

Lead strategies to solicit and steward major donors (70%)

- Design and implement ONDA's major donor plan in coordination with Development Director and Executive Director
- Build and manage a portfolio of 75-100 donors from ONDA's existing donor base who have the capacity to make individual gifts in the range of \$2,500 to \$10,000
- Develop individual plans and conduct solicitation meetings to raise approximately \$250,000 annually

- Support the fundraising efforts of Executive Director or other organizational leaders in securing new and renewed gifts
- Promote legacy giving and solicit individual commitments
- Produce materials and proposals in support of individual giving initiatives
- Develop donor appreciation events or other VIP engagement opportunities
- Oversee stewardship efforts that ensure donors understand the critical impact of their giving

Coordinate public events or other outreach actions to cultivate and activate supporters (15%)

- Develop and manage donor education and engagement activities, including but not limited to, High Desert Speaker Series and High Desert Hootenanny celebration
- Recruit, manage and leverage Portland-area volunteers
- Seek out and support fundraising house parties that generate high-quality prospects and raise funds
- Connect donors with engagement, advocacy, or other opportunities to further ONDA's conservation mission

Contribute to core development team functions (10%)

- Write profiles and donor features for ONDA publications and digital media
- Contribute concepts that grow the monthly donor program, retain donors, recruit supporters and/or similar team efforts
- Track all contact with donors in Salesforce database, build reports, and update procedures documentation materials as needed
- Support gift acknowledgement processes during peak seasons
- Manage assigned business member relationships and solicit new business member support

Other organizational tasks (5%)

- Administrative tasks including development team meeting attendance and regular reporting to Board of Directors
- Travel to Bend for staff meetings (negotiable, monthly or quarterly options with expenses paid) and attend annual retreat
- Other tasks as needed

SKILLS AND QUALIFICATIONS

Initial applicant screening will select for those candidates that meet the following minimum qualifications:

- Commitment to ONDA's conservation mission
- Five years in development with two years with major gift responsibilities, or similar related experience
- Demonstrated success in fundraising and excellent relationship-building skills from initial outreach through closing gifts
- Experience with face-to-face donor solicitation and fundraising techniques

- Resourcefulness, persistence, and integrity in pursuing fundraising goals
- Proficiency with donor databases (Salesforce a plus); excellent data management and reporting skills
- Ability to travel regularly throughout the Portland Metro area and occasionally to Willamette Valley populations centers to meet with donors or host/attend small gatherings
- Willingness to be independent and upbeat while working from a satellite office in a demanding role that requires a high level of energy and professionalism
- Participatory work style; team player and sense of humor; ability to give and receive feedback
- Project management and/or event planning experience; comfortable making public presentations
- Solid organization skills and impeccable attention to detail
- Strong goal orientation with flexibility to adapt to changing priorities and emerging opportunities
- Excellent written and verbal communications skills

Following initial screening, subsequent steps in the selection process will focus on evaluating candidates based on the degree to which they possess the skills, aptitudes, experience and qualifications provided in the detailed description above. Candidates with Spanish language skills are strongly encouraged to apply.

COMPENSATION AND BENEFITS

ONDA offers an interactive work environment with 16 fellow staff, two based in Portland and the remainder in Bend. The starting annual salary range is \$60,000 to \$75,000 per year, negotiable depending upon experience. ONDA provides a flexible and hybrid office-home work environment and full benefits package including 95% paid premiums for medical, dental and vision insurance, 5% match for retirement contributions, 13 paid holidays/year, 15 paid vacation days/year to start with increases over time, 12 paid sick days/year, and family leave. Company vehicles are provided for travel.

TO APPLY

ONDA uses an anonymous screening process to ensure fair and objective application evaluation. To help facilitate this review, please submit your application via email, with your email including **two separate attachments** as follows:

- 1) **Attachment #1:** A single page .doc or .pdf file that includes your name, address, email and phone number. Do not include this identifying information anywhere else in your attachments.
- 2) **Attachment #2:** A cover letter (without your name) describing your qualifications and interest in the position, resume (without your name), and the contact information for three references. This information should be combined into a single .doc or .pdf file.

Please submit these application materials via email to development@onda.org no later than **5 PM Pacific Time on Monday, June 27, 2022**. ONDA will require proof of COVID vaccination or documentation of an acceptable medical or religious exemption prior to making an employment offer.

ABOUT OREGON NATURAL DESERT ASSOCIATION

For three decades Oregon Natural Desert Association (ONDA) has connected people to their public lands and championed the conservation and stewardship of central and eastern Oregon's wild lands, waterways and wildlife. ONDA's mission is to protect, defend and restore Oregon's high desert. Read more at www.ONDA.org

ONDA is an Equal Opportunity Employer

ONDA is committed to diversity, equity and inclusion and seeks to create an inclusive environment for all volunteers, partners, collaborators and employees. Our commitment to diversity includes the recognition that our mission is best advanced by the leadership and contributions of people of diverse backgrounds, beliefs and cultures. We strongly encourage applicants from all cultures, races, colors, religions, sexes, national or regional origins, ages, disability status, sexual orientation, gender identity, military, protected veteran status or other status protected by law. Please review our commitment to fostering diversity, equity, inclusion and justice at ONDA and in the nonprofit conservation sector at <https://onda.org/justice/>.