

# Development Manager



Job Title: Development Manager  
Duration: Permanent  
Reports to: Development Director  
Application Deadline: Open Until Filled  
Expected Start Date: To Be Decided  
Position Type/Hours: Salaried/Full-Time  
Annual Salary Range: \$55,000 - \$60,000

## Overview

World Forestry Center, a non-profit organization, located in Portland's Washington Park, seeks a creative and outgoing individual to join our fundraising team as Development Manager.

For over half a century, World Forestry Center has been at the intersection of people and forestry. Our mission – to create and inspire champions of sustainable forestry – is centered on people. Our focus is not on forests alone, but rather on how people think, act, and relate to them. We are working to calibrate all our programs and exhibits to inspire the broad social action needed to drive sustainable forestry solutions at a meaningful scale. We aim to change how society understands and interacts with our forests. This work will require engagement and trust, built through in-person programs and immersive, emotionally compelling exhibits that move the public from understanding to action.

We recently reopened our Discovery Museum with refreshed content, the first step in a long-term strategy to transform our organization, our programs, and our campus. The Development Manager will play a critical role in bringing people together in discovery, inspiration, and empowerment to change the future of our forests, our climate, and our communities. Learn more about the organization on our website [worldforestry.org](http://worldforestry.org).

## Job Summary

The Development Manager is the organizing force behind the development department. This person must be comfortable taking the lead on multiple projects in a fast-paced, deadline-driven environment as well as playing a support role to other staff. The ideal candidate seeks out opportunities to interact with donors, foundation and corporate partners, and community leaders.

The Development Manager works closely with the Development Director, Communications Director, and finance team to implement the organization's fundraising strategy. This role is designed to support the Development Director in their work while maintaining progress on critical department activities, including donor cultivation, solicitation and stewardship work, event planning, database management, direct mail appeals, and donor communications.

## Position Responsibilities

This position will support the Development Director in meeting fundraising and strategic goals across all areas of philanthropic giving. They will set goals, with the director, for donor engagement and annual fund activities and work with the team to steward World Forestry Center's donors and partners. Given the department's size, the Development Manager is involved in all functions of development operations and will significantly contribute to the mission and vision of World Forestry Center. Responsibilities include:

- Develop department goals, plans, and performance measures; monitor activity and progress toward goals.
- Plan and execute annual fund appeal and quarterly Evergreen Magazine.
- Produce communications, appeals, events, and program collateral associated with Forestry Leadership Hall.
- Manage the Corporate Membership program and renewal process.
- Actively seek engagement opportunities for current and prospective donors to grow our community of supporters.
- Lead the planning of fundraising and stewardship events, including, but not limited to, small gatherings, major donor events, and large-scale fundraisers.
- Draft fundraising materials, including letters to current and prospective donors, individualized proposals, briefing memos, talking points, and other preparatory or follow-up correspondence.
- Provide timely and accurate gift acknowledgments.
- Maintain accurate records in the organization's CRM/donor database (Raiser's Edge). Input data and gifts, maintain detailed donor records, produce reports, ensure data integrity, and optimize the health of the database.
- Compile research, collateral, and strategy needs for short/long-term donor activity

## Additional Responsibilities

- Coordinate internal fundraising meetings and manage logistics, collateral needs, and communications with staff and volunteers.
- Schedule donor meetings on behalf of senior staff, board members, and key volunteers.
- Assist in drafting protocol and procedures for the fundraising department.
- Actively participate in the organization-wide Strategic Plan implementation and Diversity, Equity, and Inclusion work.
- Other duties as assigned.

## Qualifications and Experience

- Three or more years of experience (professional, volunteer, educational, etc.) is preferred in fundraising or non-profit management.
- Possess high-level project management skills with an ability to prioritize and manage multiple needs and expectations at any given time.
- Demonstrated experience connecting a mission to fundraising and asking people to contribute time and money to advance an organization's work.
- Familiarity with moves management system or similar donor cultivation strategies.
- Excellent time management, organizational, writing, and verbal communication skills.
- Collaborative team player and problem-solver with a strong work ethic.
- Experience supporting events, conferences, and meetings.
- Proficiency with Microsoft Office Suite and donor information system (Raiser's Edge experience is a plus).
- Passion for mission-driven work.

## Position Requirements

- This hybrid position requires in-person availability but allows for remote work opportunities.
- Frequent computer and phone usage and occasional extended periods of standing and sitting.
- Attend meetings and external and staff events that may take place in the evening or on weekends.
- Applicants must hold a valid driver's license.
- For the safety of our staff and visitors, World Forestry Center employees are required to be vaccinated against COVID-19.

## Benefits

World Forestry Center offers a generous benefits package, including comprehensive medical, vision, and dental insurance. Employees start with 20 paid vacation days and 12 paid sick days in their first year, with the addition of 13 paid holidays. World Forestry Center offers a matched 401k plan. Employees also have access to professional development and education opportunities and reciprocal admission to other area attractions, such as Portland Japanese Garden, Portland Art Museum, and the Oregon Zoo.

## Application Instructions

Please email a cover letter and resume in PDF format to: [jobs@worldforestry.org](mailto:jobs@worldforestry.org). In your cover letter, please include responses to the following:

- Describe your experience with annual fund activities, database management, and event planning.
- What motivates you in the workplace?
- Include anything else about yourself that you'd like to share to help us get to know you and why you would be a good candidate for this position.

We recognize that experience can be gained in various ways: professional, education, volunteer, and through other expertise. Please do apply if you are interested in this position but think you may not meet all the above criteria. We encourage applicants to highlight transferable experience in their cover letter.

*World Forestry Center is an equal opportunity employer and does not discriminate in its selection of candidates for employment based on race, color, national origin, religion, sex or sexual orientation, marital status, disability, age, military service, family medical history, legal source of income, gender identity, political affiliation, or family leave obligations.*