

# Development Associate



Job Title: Development Associate  
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 Associate.

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 are in the early stages of a long-term strategy to transform our organization, our programs, and our campus. The Development Associate 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

We are looking for someone who is an experienced project manager, a creative problem solver, and is excited to be the operational backbone behind a highly effective, mission-driven team.

The Development Associate 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, 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. Primary responsibilities include:

- Maintain and monitor activity and progress toward department goals, plans, and performance measures, while clearly and consistently communicating status updates to the team.
- Assist in planning and executing annual fund appeals, corporate membership and Forestry Leadership Hall programs, and quarterly *Evergreen Magazine*.
- Support the planning of fundraising and stewardship events, including, but not limited to, small gatherings, major donor events, and large-scale fundraisers.
- Draft fundraising collateral, 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 NXT). Input data and gifts, maintain donor records, produce reports regularly for review with the team to assess progress toward goals, ensure data integrity, and optimize the health of the database.

## 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.
- Project management skills with an ability to prioritize and manage multiple needs and expectations at any given time.
- Excellent time management, organizational, writing, and verbal communication skills.
- Collaborative team player and problem-solver with a strong work ethic.
- Passion for mission-driven work.
- Familiarity with donor, customer, or community member engagement strategies.
- Experience supporting events, conferences, and meetings.
- Proficiency with Microsoft Office Suite and donor information systems.

## 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 occasional 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 Merrit Thompson, Development Director at [mthompson@worldforestry.org](mailto:mthompson@worldforestry.org).

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.*