

**Job Title:** Campaign Manager  
**Reports to:** Development Director  
**Job function:** Project Manager  
**Status:** Salaried/Full-Time  
**Salary:** \$65,000 - \$75,000



## Overview

World Forestry Center, a non-profit organization located in Portland's Washington Park, seeks a Campaign Manager to run operations for the organization's campaign.

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 implementing our long-term strategy to transform our organization, our programs, and our campus. A comprehensive capital campaign will support this transformation. Due to the scale of the campaign, we are increasing the capacity of our fundraising team to ensure its success. Learn more about the organization on our website [worldforestry.org](http://worldforestry.org).

## Position Summary

World Forestry Center is looking for an experienced project manager, a creative problem solver, and a self-motivated individual who enjoys implementing and optimizing systems for efficient project execution.

The Campaign Manager will support the implementation and successful completion of the campaign. The primary function of this role is to be the project manager for the campaign, responsible for the day-to-day planning, coordination, and management of the campaign. The position is strategic and tactical, incorporating all campaign components from the quiet phase through the launch and implementation of the public phase. They will work closely with senior leadership, the Board of Directors, key volunteers, and campaign consultants.

## Key Responsibilities

This position will support the Development Director in meeting fundraising and strategic goals related to the campaign. Primary responsibilities include:

- Coordinate all prospect activities for the campaign to ensure timely activity and progress toward campaign benchmarks.
- Collaborate with senior staff, Board of Directors, volunteer campaign leadership, and campaign consultants to manage, update, and implement a strategic plan for the campaign.
- Regularly evaluate progress towards goals and targets, prepare progress reports for senior staff and volunteer leaders, and recommend revisions to the campaign plan and timeline as needed.
- Support campaign volunteer committees by assisting in volunteer recruitment, scheduling and coordinating meetings, supporting the development of meeting agendas, and assisting in training volunteers on campaign best practices.
- Perform prospect research to gather detailed information on prospect background, giving history, and potential philanthropic interests to inform request strategies.
- Develop donor-facing correspondence, including letters, invitations, briefings, and other mailings.
- Oversee the production of campaign print and electronic collateral and coordinate their design and production.
- Plan and coordinate campaign cultivation and recognition events and meetings.
- Maintain accurate records in the organization's CRM/donor database (Raiser's Edge NXT). Input data and gifts, maintain donor records, produce reports, ensure data integrity, and optimize the health of the database.
- Manage timely donor acknowledgment and execute appropriate stewardship activities.
- Manage the campaign's expense and revenue budgets.
- Other duties are assigned as required to meet organizational and fundraising goals.

## Qualifications and Experience

- Three or more years of fundraising experience in non-profit, political, higher education, or hospital systems, with a proven record of success in meeting fundraising goals. The ideal candidate has experience managing fundraising campaigns.
- Project management skills with an ability to prioritize and manage multiple needs and expectations at any given time.
- Experience with the moves management method or similar donor relationship management experience.
- Comfort in asking individuals to commit their money, time, and/or talents to support the mission of an organization.
- Ability to communicate effectively and respectfully in person, on the phone, and via email and text with donors, board members, volunteers, and colleagues.
- Demonstrated ability to work in a fast-paced environment, meet concurrent deadlines, organize time and priorities, and do so in collaboration with diverse stakeholders.
- Detail-oriented and can manage projects from inception through execution.
- Always maintain the highest standards of confidentiality and integrity.
- Strong verbal and written communication skills.
- Demonstrated commitment to advancing equity. Self-aware and comfortable working in teams with varying gender, racial, socio-economic, ability, sexual orientation, and cultural identities.

- Proficiency with office technology and donor information systems (experience with Raiser's Edge NXT is a plus).
- Passion for the mission of World Forestry Center with a commitment to its core values.

## 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.
- 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 have access to professional development and education opportunities and a Reciprocal Employee Attractions Pass – valid for unlimited free general admission for two at 25 Oregon cultural attractions.

## Application Instructions

Please submit your application via email to Merrit Thompson at [mthompson@worldforestry.org](mailto:mthompson@worldforestry.org). Your application should include a cover letter and resume in PDF format. Please reference the job title in the subject line of the submission email

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.*