



Portland Parks Foundation

833 SW 11th Avenue, Suite 808 • Portland, OR 97205 • portlandpf.org

Position Description – Development Manager

SALARY: \$65,000-\$73,000/year

POSITION TYPE: Full-time, 40-hours per week, exempt

REPORTS TO: Executive Director

LOCATION: Portland, OR, hybrid

BENEFITS: Medical, dental, retirement, paid annual sick & vacation

APPLICATION DEADLINE: Open until filled, priority given to applications received by March 4, 2024

ABOUT PORTLAND PARKS FOUNDATION (PPF)

The Portland Parks Foundation is dedicated to connecting Portlanders to nature and to each other through the city's parks, public spaces, and natural areas. We lead, develop partnerships, and raise money to fund new facilities, enhance existing ones, and support programs to put our parks system within reach to all. We are the chief philanthropic partner of Portland Parks & Recreation. For more information visit www.portlandpf.org.

Our vision: We believe in the power of parks, natural areas, trails and public space to strengthen communities, address historic inequities, and create a sense of belonging for everyone in Portland. We seek transformational change by listening to communities and rally resources and opportunities to help realize their vision. We collaborate with individuals, community groups, organizations, and institutions to develop long-term, sustainable improvements to the livability and beauty of our city. We work to create the broadest possible access to recreation, creativity, education, and play in our parks and open spaces.

Internally, we are currently a three-person team that collaboratively shapes all projects and programs. We value listening to all opinions and perspectives and enjoy laughing and learning from each other.

THE OPPORTUNITY:

PPF seeks an individual with excellent organizational, problem-solving, and communication skills to manage its fundraising efforts to advance PPF's mission to create more equitable access to nature, play, health, and places of connection for Portland communities. The Development Manager provides leadership and support to the Executive Director and the Board of Directors on unrestricted fund development efforts including, but not limited to, soliciting major gifts, annual fundraising appeals, grant proposals, foundation and corporate support, and planned giving programs as well as fundraising events. The Development Manager also supports the Executive Director on fundraising efforts related to capital projects and special projects.



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DESCRIPTION OF DUTIES:

- Develop and manage a successful annual fundraising plan to meet budget goals
- Work collaboratively with the Executive Director to identify, engage, and solicit individual, foundation, and corporate prospects
- Oversee foundation requests including timeline, research, proposal writing, and reporting requirements
- Support capital campaigns and direct the annual fundraising drives
- Coordinate fundraising special events
- Oversee prospect research
- Coordinate Board Development Committee meetings
- Audit, maintain and analyze fundraising data through DonorPerfect and oversee data entry, gift processing, and acknowledgment letters
- Oversee creation of publications to support fundraising activities
- Maintain gift recognition programs
- Create a Planned Giving program
- Support the Board of Directors, development committee, and volunteers in developing and stewarding donor relationships
- Provide team support for cross-departmental projects

QUALITIES AND QUALIFICATIONS

- 2+ years of experience in individual and community philanthropy
- Passion for racial equity and ability to authentically build relationships with BIPOC organizations and individuals
- Demonstrated experience centering community in fundraising practices
- Experience in developing and evaluating an organizational development plan
- Enthusiasm for direct solicitation and ability to work collaboratively with external partners on joint activities, communications and coordination of fundraising activities
- Demonstrated verbal, written, and interpersonal communication and relationship building skills
- Ability to work independently and take initiative to complete tasks and solve problems creatively
- Attention to administrative details and ability to improvise, juggle multiple priorities, and achieve ambitious goals in a fast-paced, small office
- Ability to identify common interest between organization and donors
- Experience with customer relationship management (CRM) software
- Proficiency in G Suite, Microsoft Word, Excel and PowerPoint
- Proficiency in Adobe Creative Suite (InDesign, Illustrator, Photoshop) a plus



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- Strong interest in community organizations, parks foundations, or other outdoor-oriented organizations a plus

WORKPLACE ENVIRONMENT, HOURS AND LOCATION:

- Work is generally completed during regular business hours: Monday through Friday with evening and weekend work to be expected on occasion.
- PPF currently has a flexible, hybrid schedule. Staff is in office 1 day a week (Tuesdays) with the option to work from home or office the other days. Attending regular in-person board meetings and in-person events is mandatory.
- Casual workplace, friendly and engaged Portland community connections, flexible family-friendly schedule

BENEFITS:

- Health insurance (Regence BCBS) and dental insurance (Kaiser)
- Paid time off (12 vacation and 12 sick) and 12 paid holidays
- Retirement plan eligibility after 6 months, with an employer matching up to 6%

EQUITY STATEMENT

The Portland Parks Foundation works with, and for, everyone. We believe vibrant parks, public spaces, and natural areas are essential to the public, civic and cultural health of all. That's why we prioritize projects that engage historically excluded groups long denied meaningful roles in shaping our city, and center those voices in organizing our work. Our awards, grants, and events are managed by committees that are typically BIPOC-centric and/or BIPOC-led, with participants compensated for their involvement. PPF is committed to help dismantle barriers across the breadth of our work for Portland's parks, including in our leadership and staff, donors, volunteers, partners, campaigns and projects.

Studies show that women, trans, non-binary, BIPOC and people from other historically excluded populations are less likely to apply for jobs unless they believe they meet every single one of the qualifications in a job description. Portland Parks Foundation is committed to building a diverse and inclusive organization, and we are most interested in finding the best candidate for the job, regardless of whether they meet every qualification. We strongly encourage people from diverse backgrounds to apply.



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Portland Parks Foundation does not discriminate based upon race, religion, color, national origin, gender, sexual orientation, gender identity, gender expression, age, status as a protected veteran, status as an individual with a disability, or other applicable legally protected characteristics. All employment is decided based on qualifications, merit, and business need. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

TO APPLY:

The position will remain open until filled, but priority will be given to applications received by March 4, 2024. Applications should be emailed as an attached document (PDF preferred) to info@portlandpf.org with the **subject line “DEVELOPMENT MANAGER”** or mail to: Portland Parks Foundation, 833 SW 11th Ave, Suite 808, Portland, OR 97205.

Complete applications should include (1) a resume and (2) a cover letter that addresses the following supplemental questions:

Supplemental Questions:

1. Tell us about your strengths in inspiring diverse stakeholders around a common mission or goal.
2. Please share one or two examples of successes you have had in developing partnerships and resources, and tell us which fundraising strategies are your strengths?
3. We believe that advancing equitable access to parks and open space is integral to our work. What does equitable access mean to you? Can you describe a time when you advanced equitable access in your life or work?