

Position Announcement: Development Director

Organization

The mission of Corvallis Environmental Center (CEC) is to educate, engage, and inspire people to get involved in creating a healthy, sustainable community. The CEC began in 1994 as a grassroots effort to take action on environmental issues, and today reaches over 15,000 people in Benton County through its programs and services in the areas of environmental science education, local food security and energy conservation & climate change, and providing opportunities for community engagement.

Position

The Development Director (DD) will spearhead development efforts as the Corvallis Environmental Center continues to grow. A new position in the organization, the DD will have the opportunity to build the organization's development function. The DD reports to the Board of Directors and works in partnership with the Co-Directors of the CEC.

Responsibilities

- Develop and execute the CEC's annual and long-term fundraising plan
- Secure financial support from individuals and businesses
- Develop and maintain ongoing relationships with major donors
- Create and execute a strategy for a large sustained base of annual individual donors
- Oversee the organization and implementation of fundraising events
- Manage the implementation of new database and oversee data entry and gift processing
- Track and report on all individual and business fundraising
- Represent CEC at community events and public speaking engagements
- Supervise a marketing and development assistant and oversee CEC marketing and outreach efforts
- Provide leadership to the CEC Board's fundraising and outreach efforts
- Create and oversee fundraising and development budget
- Write new and report on existing capacity-building grants
- Serve as a co-director of the Corvallis Environmental Center:
 - Attend monthly Board of Director meetings
 - Serve on Board committees related to fundraising
 - Collaborate with other CEC directors to oversee of the operations of the organization
 - Other duties as assigned

Qualifications

- Bachelor's degree or higher
- 3+ years of experience in nonprofit development
- Proven ability to manage a successful fundraising program
- Proven success in building a sustained base of individual donors
- Experience with planned giving and major gifts campaigns
- Outstanding relationship building skills and ability to connect with people
- Experience with donor database systems
- Strong written and oral communication skills
- Excellent organizational and time management skills; ability to prioritize projects and meet deadlines
- Detail oriented
- Ability to work independently and collaboratively

This position will be filled at .75-1FTE. Occasional work on evenings and weekends is required. Full-time salary is \$40,000-\$44,000, DOE. The position is open until filled and may begin immediately upon hire.

To Apply

Please submit a resume and cover letter via the CEC website: www.corvallisenvironmentalcenter.org