



Job Title: Senior Development Officer

Reports To: Executive Director

Salary: \$47,000-\$60,000 yearly with benefits

Organization Summary:

Through wildlife rehabilitation and public education, Cascades Raptor Center fosters a connection between people and birds of prey. We are a nature center and wildlife hospital open to the public year-round.

General Description of Position:

The Senior Development Officer reports to the Executive Director and is responsible for the creation and implementation of the fundraising process, donor stewardship, and establishing strong relationships in the community. This position will work closely with the Executive Director and other team members to provide leadership and direction in fundraising, communications, public relations, and marketing - ensuring that all efforts meet the mission, vision, and values of the Center and will ultimately take the organization to its next level of growth and impact.

Primary Duties and Responsibilities:

Fundraising

- Develop and manage a yearly fundraising plan that includes major gifts, planned giving, fundraising events, and campaigns.
- Manage fiscal year planning and budget, including goal setting, and fundraising forecasting.
- Build and maintain business relationships and secure financial sponsors in the business community.
- Lead each stage of a robust donor cultivation and stewardship process, including meaningful opportunities for donor engagement, providing timely and personalized acknowledgment.
- Assemble, supervise, and work cooperatively with the organization's development team.

Community Relations

- Serve as the Raptor Center's liaison to the community to retain and grow support through community engagement.
- Actively participate in appropriate community committees and collaborations on behalf of the Raptor Center.

- Seek out potential speaking engagements, fundraising events, and communication tools to reach the community and encourage involvement at the Center.
- Network with and build relationships with nonprofits and universities.

Public Relations & Marketing

- Oversee development strategies including, but not limited to social media presence, newsletters, and web content to boost the Raptor Center's engagement.
- Create and manage promotional material for fundraising events, programs, and all campaigns.
- Evaluate marketing opportunities, set budget with Executive Director, supervise production and placement, and evaluate results where possible.
- Provide media relations support to promote awareness surrounding initiatives, programming, and campaigns; share organization accomplishments, mission, vision, values, and successes.

Event Management

- Oversee planning and implementation of Raptor Center events, working collaboratively with staff to ensure all events are aligned with our goals, values, and mission.
- Develop and implement regular, small-scale donor recognition and cultivation events, such as tours and informational coffees.
- Serve as liaison for third-party fundraising events and coordinate the Raptor Center's presence at these events as needed.

Grant Management

- Partner with Executive Director on yearly grants calendar and set goals for each year.
- Work closely with other staff to find and pursue new grant sources.

Other Responsibilities

- Recruit and train qualified employees and volunteers for the fundraising, public relations, and development team when needed.
- Stay up to date on fundraising trends.
- Other duties as assigned.

IDEAL CANDIDATE PROFILE:

We are in search of someone who thrives in a dynamic, collaborative work environment. The ideal candidate has a proven record of successful individual donor campaigns, including major donor efforts. The ideal candidate has the experience and professional judgment necessary to effectively represent Cascades Raptor Center in the community. They are self-reliant, results-oriented, energetic, flexible, collaborative, and proactive.

REQUIRED QUALIFICATIONS:

- Strong belief in the mission and future of Cascades Raptor Center

- Must have a minimum of 4 years' experience fundraising and/or success in federal or foundation grant writing, capital campaign experience preferred.
- Knowledge of federal, state, and local grants administration
- Knowledge of major gifts, corporate and foundation giving, events, and in-kind giving.
- Outstanding interpersonal skills, including superb written and verbal communication
- Initiative to recognize and take advantage of opportunities
- Demonstrated success organizing fundraising events and/or individual giving campaigns
- Broad knowledge of fundraising strategies and methods
- Ability to complete multiple tasks and meet deadlines with minimal supervision
- Ability to independently manage projects
- Ability to work a flexible schedule that will include some evenings and weekends

TO APPLY:

Please email the following materials to Cascades Raptor Center at info@cascadesraptorcenter.org, with subject line "Senior Development":

- Cover letter clearly outlining why you are a good fit for this position and the specific skills and knowledge you bring to the job
- A resume detailing relevant experience, work history, and accomplishments

Candidates who advance to the interview stage will be asked to provide three professional references at that time.

Applications will be reviewed on a rolling basis; position is open until filled, with priority given to applications received by Tuesday, September 27, 2022.

Application Deadline: October 6, 2022

Cascades Raptor Center is interested in finding the best candidate for the job, and that candidate may be one who comes from a less traditional background. We welcome applicants who bring a diversity of identity, culture, experience, perspective, and thought. We encourage you to apply, even if you do not believe you meet every one of the qualifications described. You are also encouraged to address how your professional and lived experience will contribute to our organization.