



**Job Title:** Development Director  
**Supervisor:** Executive Director  
**FLSA Status:** 0.8-1 Full Time, Exempt Position (32-40 Hours Per Week)  
**Salary:** Starting annual salary of \$72,000, some room for negotiation  
**Benefits:** 100% employer provided health care plan with dental and complementary care. 401k with employer match provided after one year of employment. Flex time, PTO, 11+ paid holidays. Transportation/work from home stipend.  
**Location:** Position is based in Portland, Oregon. *(Hybrid work opportunity available for candidates working within Oregon and nearby communities; however, attendance is required for staffing in-person events and meetings.)*

#### Overview

The Development Director plans and executes a fundraising program to build sustainable revenue to support the missions of Pro-Choice Oregon (C4), Pro-Choice Oregon Foundation (C3), and Pro-Choice Oregon PAC, using current and emerging strategies. We are committed to the principles of community-centric fundraising, and hope to identify a new member of our team eager to learn with us and operationalize these values into our shared work. Formerly working under the umbrella of NARAL, we recently became a fully independent organization, and are currently undergoing a year of transformational change and strategic planning. As a political and policy-based organization aiming to be more responsive to communities most impacted by barriers to reproductive freedom, we want to encourage, welcome, center and support a wide spectrum of candidates with diverse race/ethnic backgrounds, religious views, cultural and racial backgrounds, lifestyles, abilities, gender identities or expressions, and sexual orientations.\*

The Development Director works closely with the Executive Director, Deputy Director, Development Coordinator, Board of Directors, and Development Committee, to vision and implement a development plan that identifies, cultivates, and stewards individual, foundation, political, corporate, and community-based giving to meet our strategic goals.

#### Personnel Management

The Development Director (DD) supervises the Development Coordinator and/or additional staff that support development related activities; they oversee the work of fundraising-related consultants, interns, and volunteers (including Board Members and/or committee and community members).

#### Core Responsibilities

- With support of the staff, board members and volunteers, the Development Director designs and manages a comprehensive fundraising program for the C4, Foundation and PAC (total combined operating budget of \$750,000 to \$999,999).

- Executes strategies including direct marketing, the Persister program (monthly donors), renewal plans, workplace giving, planned giving, and matching gifts.
- Builds and monitors a development plan with metrics to increase ROI; ongoing analysis, and evaluation for any needed strategic shift.
- Supervises and supports the Development Coordinator, working together to develop and execute a comprehensive and collaborative work plan.
- Active role as staff leader, providing vision, support, expertise, and input on short- and long-term strategies, management, policy, and operations. Represents the organization in community, serves as staff liaison to Development Committee,
- Directly secures support from individuals, foundations, and corporations, including a major gifts portfolio.
- Ensures contributions are administered in accordance with donor's wishes, compliance with state, local and federal campaign finance laws and all gifts are recorded, acknowledged, and receipts provided in a timely way. This may include management of data entry and gift processing across CMS/donation platforms.
- Oversees and advises on grant applications and programs. Tracks proposals, supports reporting requirements, and identifies and researches prospective grants. Supervises contract grant writer.
- Plans and oversees a variety of fundraising events of all sizes.
  - *Having shifted to virtual events during the pandemic; the DD will develop and implement hybrid (in-person and virtual) strategies to reintroduce in-person events to our development work, while expanding accessibility of all events.*
- Attend board meetings and provide updates when requested, present annual revenue plan, develop individualized fundraising plans for each board member.
- Visions, develops and executes fundraising communications and tools. Ensures content supports organization values, and is executed to meet development goals.
- Remains current and shares learnings on emerging fundraising methods, ethical practices, and state policies, to ensure compliance with all relevant federal, state and local laws and community-centric best practices.

### Skills and Qualifications

- 3-5+ years of formal and informal experience in meeting the financial and overall objectives of a mission-based nonprofit, charity, or political campaign.
- Motivated by the idea of building stronger political fundraising plans (c4 and PAC).
- Interest in learning and implementing community-centric fundraising practices.
- Enthusiasm for the mission of Pro-Choice Oregon, motivated by the framing of abundance, excited by the prospect of building a development program that provides organizational stability and sustainability over time.
- Vision and experience to take the organization's development activities to the next level, with a focus on equity and social justice. Dedication to servant leadership.
- Comfortable securing direct contributions from foundations, community members, major donors, political entities, and small-dollar donors.
- Commitment to anti-racism, knowledge of equity-centered policies and practices.

- Facility with technology including word processing, spreadsheets, e-mail and presentation software. Experience with Apple, Google and Microsoft products, CRM software (EveryAction, Salesforce, etc.)
- Excellent writing, editing, branding, marketing, and communication skills.
- Proven success initiating, cultivating and stewarding relationships with diverse constituencies and stakeholders. Strong interpersonal skills, team player, centers relationships, community and movement building in your work.
- Ability to direct and manage complex and overlapping plans and projects.
- Knowledge and interest in planning and executing a variety of community events.
- Excited by the opportunity to manage and support staff, volunteer committees and small teams to achieve shared objectives and successes.

#### How to apply:

Please send a resume, cover letter, and three references to [admin@prochoiceoregon.org](mailto:admin@prochoiceoregon.org) with the subject "Development Director." Candidates are encouraged to apply early. First round interviews will be scheduled in early June. Deadline to apply is June 21st. If you require accommodation to complete this application, interview, or participate in our application process, please direct inquiries to [admin@prochoiceoregon.org](mailto:admin@prochoiceoregon.org).

#### **Our Hiring Philosophy**

We believe that a diverse, equitable, and inclusive workplace makes us a stronger, more creative, and more resilient organization. As an organization that works to amplify the voices of those from different ethnic, racial, and cultural communities, religions, gender identities, sexual orientations and/or expressions, **we highly encourage people from all backgrounds, ages, abilities, and experiences to apply.**\*

Pro-Choice Oregon is an equal opportunity employer. We do not discriminate on the basis of race, color, ancestry, religion, national origin, sexual orientation, age, citizenship, marital or family status, disability, gender, gender identity or expression, pregnancy or caregiver status, veteran status, or any other legally protected status. We work to ensure that individuals with disabilities are provided reasonable accommodations to participate in the job application and interview process, to perform essential job functions, and to receive other benefits and privileges of employment.

*\*A note to potential candidates: Studies have shown that women, trans, non-binary, BIPOC, and other candidates from most-impacted communities are less likely to apply for jobs unless they believe they meet every single one of the qualifications as described in a job description. We are committed to building a diverse and inclusive organization, and are most interested in finding the best candidate for the job. That candidate may be one who comes from a background less traditional to our field of work, and that's okay. We strongly encourage you to apply, even if you don't believe you meet every one of the qualifications described. (Thanks to Pro-Choice Ohio for support in updating our job description language.)*

**Pro-Choice Oregon** develops and sustains a constituency that uses the political process to guarantee every person who can become pregnant the right to make personal decisions regarding the full range of reproductive choices, including prevent unintended pregnancy, raising health families, and choosing legal abortion.

**Pro-Choice Oregon Foundation** supports and protects, as a fundamental right and value, a person's freedom to make individual decisions regarding the full range of reproductive choices—including preventing unintended pregnancy, raising health families, and choosing legal abortion—through education, training, organizing, and research. We champion public policies that address disparities in reproductive health and promote health equity for all.

**Pro-Choice Oregon PAC** works to elect pro-choice candidates at every level of government. Through our cultivation of true champions, the PAC works to advance the most progressive pro-choice policies in the nation. We educate our members and identified supporters, provide strategic advice to candidates, mobilize get out the vote efforts, and ensure that pro-choice policies are a top priority in local and state government.