



WESTERN RIVERS CONSERVANCY

DONOR RELATIONS OFFICER JOB ANNOUNCEMENT

Western Rivers Conservancy (WRC) seeks a Donor Relations Officer to help us cultivate and steward our growing donor base. If you are enthusiastic about river conservation and skilled at conveying that enthusiasm to others, this position may be perfect for you. Working with our seasoned Director of Donor Relations (DDR), you will be responsible for identifying and soliciting major gifts. You will report to the DDR and coordinate with the rest of our five-member development team. This position requires regular overnight travel as well as multi-day fly fishing trips with donors and prospects. You may either be based at our Portland, Oregon headquarters or work remotely in the San Francisco Bay Area.

[Western Rivers Conservancy](#) protects outstanding river ecosystems in the western United States through land acquisition. We buy land along the West's finest rivers and streams to conserve habitat for fish and wildlife, protect key sources of cold water and provide public access for all to enjoy. The riverlands we protect become community treasures, not for some, but for all. WRC is committed to creating an organization that reflects the diversity of the communities we serve, and is actively inclusive of the rich and varied perspectives that diversity brings.

ESSENTIAL JOB FUNCTIONS

Overall Major Gifts Program

- Help develop WRC's long-term major donor strategy in consultation with the rest of the development team and the President
- Help manage and participate in all aspects of the gift cycle including identification, cultivation, solicitation and stewardship of major gift prospects and donors
- Assist the DDR in furthering WRC's planned giving program
- With the DDR, prepare annual plans and budgets
- With the DDR and Individual Giving & Operations Manager, ensure maintenance of major donor tracking systems and Salesforce records

Donor Identification and Strategy

- Build and expand a prospect pipeline through existing and new relationships
- Coordinate with President, VP and DDR to develop customized strategies for individual major donors and prospects
- Coordinate with the development team on strategy for family foundations
- Research biographical and financial information on prospective donors

Donor Cultivation, Solicitation and Stewardship

- In concert with the Communications Director and DDR, create materials for donor communications such as fact sheets, presentations, and proposals
- Plan and lead fly fishing trips and other field trips to increase donor exposure and involvement in WRC projects
- Take a lead role in soliciting and closing major gifts
- With the DDR, support WRC Board and Development Committee in major donor activities
- Maintain close working relationships with Board members and other friends of WRC to identify, cultivate and solicit donor prospects
- Personally maintain and advance relationships with major donors

REQUIRED SKILLS AND ABILITIES:

- A strong connection to WRC's mission of river conservation
- Three to five years' experience in nonprofit donor relations and/or customer sales
- Ability to spend 20-25% of work time on the road and in the field; comfort with camping and hiking along rivers; flexibility to work occasional weekends
- Passion for fly fishing; ability to host multi-day fly fishing trips
- Proficiency with donor databases, donor prospecting software and Microsoft Office
- A clear and engaging communication style, both verbally and in writing
- Strong public speaking and presentation skills
- Ease and tact in interfacing with donors, board members and volunteers
- Ability to develop and maintain productive relationships through personal connection
- Resourcefulness, persistence, and integrity in pursuing fundraising goals

PREFERRED SKILLS AND ABILITIES:

- Proficiency with Salesforce
- Proficiency with social media

SALARY: \$75,000 - \$105,000 depending on experience and location, with added consideration for cost of living if based in San Francisco.

BENEFITS: WRC's benefits package includes medical, dental and long-term disability insurance; employer contributions to your 403(b) retirement plan; generous PTO; a flex plan and bicycle commuter benefit. If you are based in Portland, you will have the option of working from home on Fridays when our office officially reopens.

TO APPLY: Please submit a resume and cover letter using [this link](#). Applications may also be mailed to: WRC Hiring Committee, 71 SW Oak St. Suite 100, Portland, OR 97204.

All WRC employees must be fully vaccinated against COVID-19, and new hires must be fully vaccinated before their first day of work. Reasonable accommodations will be made for medical and religious reasons.