



## **POSITION ANNOUNCEMENT**

### **Development Director**

#### **Overview**

Basic Rights Oregon is seeking a full-time Development Director to oversee the fundraising strategy for Basic Rights Oregon, Basic Rights Education Fund and Basic Rights' Equality PAC with a combined annual budget of \$1.3 million. This is a unique leadership position for a dynamic senior level director who can drive our overall fundraising program while also communicating the vision, values and impact of Basic Rights' work to build a politically powerful and inclusive movement for LGBTQ Oregonians. The ideal candidate will have a strong commitment to our mission, be prepared to be a thoughtful advocate for racial and transgender justice and be enthusiastic about working with a team of colleagues who share equity values.

#### **About Basic Rights Oregon**

Basic Rights Oregon is the state's largest grassroots organization dedicated to ending discrimination based on sexual orientation and gender identity. Founded in 1996 and headquartered in Portland, Basic Rights Oregon is a progressive, statewide nonprofit organization. For more information, please visit [basicrights.org](http://basicrights.org). Basic Rights Oregon is an equal opportunity employer committed to a diverse, multicultural work environment. People of color, people with disabilities, and people of diverse sexual orientations, gender expressions and identities are encouraged to apply.

#### **Principal Responsibility**

The Development Director provides the leadership, strategic direction, management, and evaluation of Basic Rights Oregon's donor engagement and fundraising efforts. Core areas of fundraising are individual giving and major donor cultivation, annual event series and business partnerships, and foundation grants.

#### **Ongoing Responsibilities**

- Serve as a member of Basic Rights Oregon's senior management team.
- Provide guidance and support to the co-executive directors, staff, and board of directors in the areas of donor engagement, partnerships, and fundraising.
- Develop and maintain close working relationships with individual and corporate donors, event sponsors, and community partners. Establish trust and rapport with longtime donors and identify and cultivate new donor communities in emerging industries.
- Maintain a proactive, creative leadership role in the identification, cultivation, and solicitation of individual, foundation, and corporate contributions; cultivate and directly solicit key donors, working with staff, board, and key volunteers.
- Oversee all development activities and operations, including major event production, donor and gift record-keeping, gift processing and acknowledgement, and databases, records, and files.
- Oversee production of donor communications, and work with the communications and development team to create and maintain stewardship tools such as donor newsletters and website donation platforms.
- Represent the breadth of Basic Rights' work and our values through all fundraising endeavors. Ensure representation of our diverse constituencies in volunteer teams, materials, presentations and outreach strategies.
- Supervise all grant writing, prospect research, and reporting to funders.
- Supervise development staff, volunteers, and various consultants.

## **Professional Experience**

- Established and effective communicator; highly skilled in writing and speaking; the ability to communicate Basic Rights Oregon's mission and interests to a broad audience; adept at crafting proposals, donor correspondence, and other kinds of materials.
- A successful track record of personally identifying, cultivating, and soliciting individual donors, corporations, and foundations for support.
- A minimum of seven years of experience in fund development strongly preferred, with three or more years of experience securing major gifts from individual and institutional donors.
- Three or more years staff supervision experience. Experience managing consultants also preferred.
- Knowledge of major gifts, annual funds, corporate and foundation giving, planned giving, and special events.
- Demonstrated ability to work effectively with and quickly gain the respect and support of various constituencies, including board and staff members, donors, foundation and civic leaders, volunteers, and community partners.
- Very strong technology skills; must be proficient in Microsoft Word, Microsoft Outlook, and Microsoft Excel.

## **Qualifications**

We're seeking candidates who excel in **relationship-building**, are **results-oriented**, and have strong **project management skills**. You should be:

- Committed to Basic Rights Oregon's mission and programs with knowledge of LGBTQ communities and issues.
- A strategist who is adept at planning, prioritizing, organizing, and following through; highly energetic and able to balance multiple competing priorities.
- Highly entrepreneurial; resourceful, and flexible, with the ability to anticipate challenges and act on opportunities.
- A leader with a track record of developing and maintaining strong working relationships with and among a diverse group of stakeholders.
- Committed to accuracy, tracking details, meeting a high bar and a history of getting things done even in the face of obstacles.
- Capable of managing multiple projects and overseeing staff, consultants, and volunteers.
- A catalyst with vision who can create excitement and energy around Basic Rights Oregon's programs and encourage others to support the organization; persuasive, persistent, and determined in the pursuit of the organization's fundraising goals.
- Straightforward and self-possessed; one who shares information readily, listens as well as gives advice and respects the abilities of others.
- Energetic and willing to work hands-on in developing and executing a variety of fundraising activities ranging from the day-to-day to the highly creative and visible.

## **COMPENSATION**

Competitive salary, commensurate with experience, range starts at \$58,000 and increases with experience. Medical, vision and dental health care provided with the employer paying 100% of the employee's monthly premium. Paid time off includes 10 days of vacation and 5 days of sick time annually. In addition, employees have access to 10 floating holidays annually.

## **TO APPLY**

Applications should include resume, cover letter and the names and contact information for three references. Please submit applications electronically to Todd Addams, finance and operations director at [todd@basicrights.org](mailto:todd@basicrights.org). Priority review began April 9, 2018, but applications will be reviewed on a rolling basis.