

Position Open Until Filled: Development and Operations Manager
Cascadia Wildlands
Eugene, Oregon
Reports to: Executive Director

Definition

The Development and Operations Manager is a new position at Cascadia Wildlands and central to the continued growth and success of our organization. The position is mainly a development and relationship-building position with additional administrative responsibilities. The Development and Operations Manager will work independently in their position, and will work as a team with staff members on collaborative projects as they are determined.

Duties

Operations Management (25%)

- Process donations and other revenue including making bank deposits
- Manage our relationship with outside accountant so that monies are recorded accurately and bills are paid on time
- Manage and renew organizational insurance policies
- Administer information and electronic systems including printer, e-mail servers, web hosting, office internet and computer back-ups
- Assess and restock office supplies

Auction and Event Management (25%)

- Manage all aspects of organization's annual Wonderland Auction to ensure that fundraising goals are met and event runs smoothly
- Secure live and silent auction items in cooperation with staff and board members
- Play a prominent role in other events such as the Hoedown for Cascadia's Ancient Forests
- Assist and help coordinate other public and fundraising events for the organization
- Recruit, manage and maintain positive relationships with event volunteers

Donor Relationship Management (25%)

- Manage and build Salsa donor database including tracking and identifying donor trends
- Process revenues and promptly acknowledge donations and donors
- Cultivate donors, business donors and in-kind supporters through strategic communications
- Oversee all bulk mail correspondence to donors or potential donors (Cascadia Quarterly, major donor letters, and annual appeals)
- Solicit and secure in-kind donations of office supplies and equipment

Grant-making Foundation Management (25%)

- Maintain grant-making foundation calendar

- In cooperation with Executive Director, identify and pursue assigned foundation targets and assist with the preparation and submission of letters of inquiry, progress reports and supporting documentation
- Research and prioritize new grant-making foundation prospects

Philosophy and Values

Cascadia Wildlands is a small, community-based organization that places huge emphasis on the wellbeing of our employees, our relationships with the community, and our role in the greater environmental movement. *Candidates must have:*

- A passion for wild places, wildlife, and grassroots movements
- Professional etiquette and a high standard of accountability
- An ability to form meaningful relationships with diverse constituencies, especially donors and volunteers
- A commitment to building a movement through cultivating volunteers, creating personal connections with community members, and supporting fellow staff members in their work
- A commitment to minimizing our organization's environmental footprint
- A commitment to preventing and/or resolving conflicts and communicating openly and honestly
- A positive, solutions-oriented approach to work and a strong sense of humor

Qualifications

The Development and Operations Manager must have excellent organizational and interpersonal skills as well as an ability to prioritize tasks in often chaotic settings.

Required Qualifications*:

Experience

- Experience using modern office and communication systems
- Experience handling money and tracking financial information
- Experience planning, coordinating, and executing events
- Experience engaging the public and building successful relationships

Education

- Minimum two years of college; undergraduate or graduate degree preferred
- Basic understanding of Pacific Northwest ecology and environmental threats and opportunities

Abilities

- Exceptional communication skills, including efficient, error-free writing abilities and eloquent, compelling verbal communication skills
- Excellent judgment and confidence to make decisions
- Initiative to take on challenges and develop creative, resourceful solutions to problems and obstacles; a positive, can-do attitude
- Ability to work as part of a dynamic, fast-paced team and commitment to support volunteers and fellow staff members
- Excellent computer skills, including fluency in social media, internet research, email

programs, Microsoft Office programs, and Wordpress or similar blogging/web platform

- Willingness and ability to travel for trainings and meetings
- Enthusiasm for asking for volunteer help, donations and sponsorships
- Willingness and ability to work at weekend events on occasion
- A valid driver's license or other reliable mode of transport within the Eugene/Springfield area

Desired Qualifications:

- Experience using design software, designing and updating print and electronic formats
- Experience with database and/or donor management software
- Exposure to environmental issues and education in marketing, communications or other applicable field

*Applicants must meet all required qualifications to be considered.

Salary and Benefits

This position is full-time and permanent. Salary is commensurate with experience. Health and vision benefits are available after three months of employment. Hours are flexible. Generous paid vacation time.

Application Procedures

We will accept applications for the position until **April 10, 2014** or until filled, but due to high competition and demand, candidates are encouraged to apply as soon as possible. Please follow the application instructions exactly. No phone calls please. Thank you for your time and interest!

Email a cover letter, resume, and references as a **single .pdf file** to Executive Director, Bob Ferris, at **bob@cascwild.org**. Please do not submit any additional materials.

Cascadia Wildlands is committed to cultivating a diverse, empowered, and respectful community in the workplace and beyond. We do not discriminate against individuals on the basis of race, color, sex, sexual orientation, gender identity, religion, disability, age, parental status, marital status, veteran status, ancestry, or national or ethnic origin.