



Cascadia Wildlands Seeks a Membership and Operations Manager

Based in Eugene, Oregon

Full time — \$38,000-\$42,000/year

Generous health, retirement, vacation and sabbatical benefits

Reports to Executive Director

Application deadline: March 12, 2020

ABOUT CASCADIA WILDLANDS

Cascadia Wildlands is a 22-year-old, non-profit conservation organization that works to defend and restore Cascadia's wild ecosystems in the forests, in the courts, and in the streets. Cascadia Wildlands envisions vast old-growth forests, a stable climate, rivers full of wild salmon, wolves howling in the backcountry, and vibrant communities sustained by the unique landscapes of the Cascadia bioregion.

Grassroots organizing, policy and litigation are the primary strategies employed by Cascadia Wildlands to achieve its conservation goals. Recent successes include helping create the 30,500-acre Devil's Staircase Wilderness in the Oregon Coast Range; stopping plans to privatize the 93,000-acre Elliott State Forest; stymying the proposal to build the 230-mile Pacific Connector Pipeline and Jordan Cove LNG Project in southern Oregon; halting reckless timber sales on state and federal public land; and helping facilitate gray wolf recovery across the Pacific West.

MEMBERSHIP AND OPERATIONS MANAGER POSITION

Cascadia Wildlands seeks a full-time Membership and Operations Manager based in our Eugene office. Duties include:

Membership and Development (50%)

- ✓ Steward and oversee all aspects of membership database (Salsa CRM)
- ✓ Run reports and prepare data lists for mailings and other needs
- ✓ Enter donations into database
- ✓ Prepare and send acknowledgements to one-time and monthly donors
- ✓ Research prospective grantmaking foundations and submit LOIs and proposals
- ✓ Participate in fundraising events, including overseeing the silent auction portion of the annual Wonderland Auction
- ✓ Develop and steward a business donor program with Executive Director
- ✓ Develop annual fundraising plan with Executive Director and help identify and implement new fundraising strategies

Financial Management (30%)

- ✓ Coordinate with bookkeeper on accounts payable, staff reimbursements, payroll and benefits, and deposit records
- ✓ Make regular bank deposits and oversee bank communications
- ✓ Oversee auto payments for Cascadia Wildlands vendors
- ✓ File electronic and hard copy invoices and other documents
- ✓ Process monthly donors twice/month
- ✓ Process Simple IRA retirement contributions monthly

Office Systems (20%)

- ✓ Stock office supplies and oversee function and organization of office
- ✓ Check info@cascwild.org and respond accordingly
- ✓ Administer office systems, including email servers, web hosting, databases, office internet, and server
- ✓ Manage and renew policies
- ✓ Recruit and engage office volunteers

PROFICIENCIES AND QUALIFICATIONS

Candidates for the Membership and Operations Manager must be highly organized and detail-oriented, flexible and collaborative with an ability to prioritize and manage multiple tasks simultaneously. The hire must have a professional etiquette and a high standard of accountability, excellent written and oral communication skills, a sense of humor, a positive, can-do attitude, and a commitment to cultivating a more diverse, equitable, and inclusive community for a wild Cascadia. The applicant must possess or be proficient in the following:

- ✓ Bachelor's degree and/or at least four years of professional experience required; master's degree in relevant field preferred
- ✓ Membership database (Salsa CRM) or similar database platform
- ✓ Mac and PC computer systems
- ✓ Microsoft Office 365, including Excel, Power Point and Word
- ✓ Facebook, Instagram and Twitter
- ✓ Wordpress
- ✓ A strong understanding of Pacific Northwest ecology and environmental threats
- ✓ Willingness and ability to occasionally work at weekend events and evenings
- ✓ A valid driver's license or other reliable mode of transport within the Eugene/Springfield area

PHILOSOPHY AND VALUES OF CASCADIA WILDLANDS

Cascadia Wildlands places great emphasis on the wellbeing of our employees, our relationships with the community, our role in the greater environmental movement, and our desire to break down an imbalanced power structure to create a more equitable and inclusive world.

Candidates must have:

- ✓ A burning passion for wild places, wildlife, and clean water and a desire to make radical change from the bottom up through action

- ✓ A commitment to building a movement through cultivating volunteers, creating personal connections with community members, and supporting fellow staff
- ✓ An ability and desire to form relationships with diverse and sometimes disparate constituencies
- ✓ A commitment to building a more diverse, equitable and inclusive environment in the office and in the larger conservation community
- ✓ 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 sense of humor
- ✓ A high level of emotional intelligence
- ✓ Excellent judgment and confidence to make decisions
- ✓ Initiative to take on challenges and develop creative, resourceful solutions to problems and obstacles

APPLICATION PROCEDURES

Cascadia Wildlands is committed to cultivating a diverse, empowered, inclusive 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.

Email a cover letter, resume, and a relevant, short writing sample **(combined into a single .pdf)** to Executive Director, Josh Laughlin, jlaughlin@cascwild.org by March 12, 2020. Put "Membership and Operations Manager position" in the subject line. Please do not submit any additional materials, and no phone calls. We will contact you about any next steps. Thank you for your time and interest in the Membership and Operations Manager position at Cascadia Wildlands.