

**Application Deadline:** Open Until Filled

## **Job Title:** Fundraising Campaign Manager

**Location:** Portland, OR

**Position Type:** Permanent/full-time

**Who we are:** The Freshwater Trust (TFT) is a non-profit leader in watershed analysis, restoration/conservation program design, and implementation. Our team members are building tools and creating and testing new solutions that will help to create resiliency in our rivers. With a mission of preserving and restoring freshwater ecosystems, our approach is driven by science, data and results (see our [Core Values](#)).

With headquarters in Portland, OR TFT employs 45+ team members across Oregon, Idaho, Washington and California. We currently have three physical offices in Portland, Ashland, OR and Sacramento, CA. Our team members range in background and skillset; teams include a philanthropy and fundraising team, communications team, science and analytics team, restoration team, legal team, finance team, and administrative and systems support.

**Who you are:** We are seeking an experienced Campaign Manager to support/oversee the management and successful execution of an ongoing multi-million dollar campaign. This campaign is a key part of achieving The Freshwater Trust's mission to increase the pace and scale of watershed conservation, and to ensure a future where clean, abundant freshwater resources support our environment, economy, and society. With support from team members, the Fundraising Campaign Manager will implement and maintain all aspects of the fundraising campaign, including working with staff and volunteer fundraisers to execute and adapt the campaign plan, track and generate fundraising data, and manage towards discrete quarterly goals. The Fundraising Campaign Manager is also responsible for establishing solicitation priorities, collaterals and tactics, managing prospect lists, developing and supporting targeted cultivation plans and solicitation strategies, preparing for and providing support to staff, leadership, and board members. This position reports directly to the VP of Initiatives.

### **Position Responsibilities:**

- Provide the primary campaign organizational support and tracking
- Monitor campaign progress on a regular basis, making adjustments as necessary to attain goal and ensure that volunteers receive up-to-date reports on a timely basis.
- Execute targeted cultivation plans and solicitation strategies for a range of prospects
- Provide support to board and campaign cabinet to engaged and involved in campaign prospecting and solicitation
- Strategize and prepare team for donor and prospect meetings
- Collaborate with our staff to develop and refine campaign print, web, and social media communications materials
- Oversee fundraising operating plan, timeline, and achievement of clearly defined benchmarks and goals.
- Work closely with the Development and Communications team and others to manage relevant donor information and ensure its accuracy in the database
- Manage and improve tracking systems to support focused scheduling and follow up with donors and donor prospects
- Implement campaign donor acknowledgement, stewardship and public recognition, as appropriate
- Oversee donor research

- Manages prospect lists, assists with the execution of targeted cultivation plans and solicitation strategies for prospects
- Participation in solicitations as appropriate

**Skills and Qualifications:**

- 5+ years of professional experience in fundraising with a track record of success, including individual giving and/or major gifts, and the tracking/monitoring of pledged support
- Previous capital campaigns experience
- Demonstrated success in managing complex projects, establishing solicitation strategies and priorities
- Experience in scheduling and staffing solicitation calls and supporting follow-up and stewardship
- Excellent interpersonal, analytical and organizational skills, capable of working effectively with colleagues, board members, consultants and donors/prospects
- Experience in managing fundraising budgets
- Capacity to proactively juggle multiple tasks and competing priorities within a high energy environment.
- Strong passion for The Freshwater Trust's mission and vision.
- Dynamic and highly self-motivated.
- Effective communication skills and ability to learn and use new systems and concepts.

**Seeking Perseverant, Creative and Energetic Candidates Who:**

- Exhibit professionalism, confidence, intellectual curiosity and resilience.
- Are simultaneously team-oriented and strong individual contributors.
- Are fully vaccinated against COVID-19.
- Hold legal authority to work permanently in the US.
- Has experience with Salesforces (preferred)

**Compensation:**

- Competitive salary DOE
- The Freshwater Trust believes in investing in our employees, their health, and future through our benefits offerings. Our total rewards package includes full health and dental coverage, automatic retirement employer contributions, commuter benefits and cell phone reimbursement. Because we are all in, we value getting out, and support our staff with 5 weeks of paid time off plus over 10 paid holidays per year. We also offer perks such as staff retreats, sabbatical for full time staff after seven years, and professional development opportunities.

**Application Instructions:**

Please provide a cover letter and resume (including references) here:

<https://app.smartsheet.com/b/form/0398bef52c564fe68aae563e5976426c>

The Freshwater Trust is an equal opportunity employer and does not discriminate in its selection of candidates for employment on the basis of race, color, national origin, religion, sex or sexual orientation, marital status, disability, age, military service, family medical history, legal source of income, gender identity, political affiliation, or family leave obligations.