



Job Title: **Development Coordinator**
Classification: **Salary range \$45K-\$55K, exempt**
Reports to: **Executive Director**
Hire date: **February 2018 (flexible)**

Position Overview:

Want to join a fun and hard working organization dedicated to conservation, education, and changing people's lives through incredible outdoor experiences? Help Westwind develop and evolve its philanthropic culture by becoming its next Development Coordinator.

Based out of Westwind's Portland administrative office (currently at 825 NE 20th Avenue), and with some travel to the Westwind site on the Oregon Coast and as needed in the larger region, this position oversees and coordinates Westwind's Development activities:

1. Alumni Cultivation & Engagement: Work closely with the Program Director and Executive Director to grow and engage Westwind's alumni base
 2. Major Gifts & Donor Development: Secure major gifts and increase development around Westwind's three funding targets (camperships, assets, programs)
 3. Communications: Develop a comprehensive communications plan to share Westwind stories, mission, and impact with alumni (staff, campers, students and other user groups), donors, volunteers, and general public.
 4. Grant Writing: Identify potential grants, write letters of interest, complete applications, and coordinate grant fulfillment and reporting.
 5. Outreach & Event Coordination: Work with staff and volunteers to promote Westwind's mission and impact, and to celebrate/fundraise through appropriate scale events.
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Essential Job Functions:

Alumni Cultivation & Engagement:

- Reach out to alumni with compelling stories, requests and reports through email, social media, snail mail, phone, face-to-face, events, etc.
- Grow and manage alumni database
- Develop alumni ambassadors to promote Westwind

Major Gifts & Donor Development:

- Create and execute a major donor work plan, including donor research, profiles, cultivation, requests for support, and stewardship.
- Demonstrate a keen sense of curiosity about donor motivations and interests
- Work closely with board members on their development goals and how they can support overall development efforts.

Communications:

- Implement and maintain an integrated communications/social media strategy (including program marketing) across all relevant platforms to drive engagement levels
- Writing, editing, and posting blogs/updates on Westwind's website and social media platforms
- Use social listening and measurement tools to gauge impact, and understand preferences, attitudes, and behaviors

Grant Writing:



- Build upon grant successes and deepen engagement with foundations (former, current, new).
- Work with program staff on funding requests and ensure that grant deliverables are compatible with organization activities and goals.
- Report to Business Manager all required and critical measurables related to grant performance, costs, and other data.

Outreach & Event Coordination:

- Support ongoing outreach by Executive Director and Program Director to diversify Westwind's client, staff, and volunteer base.
- Promote stewardship (volunteer/donate) opportunities to broader community
- Produce events with volunteers and professional vendors (as needed) for fundraising and 'friendraising.'

Physical & Administrative Job Functions:

- Perform basic data entry, editing, filing, copying, sorting
- Bulk and personal letter-writing
- Ability to work occasional evenings and weekends
- Work/stay at Westwind (which can include crossing the river, hiking in, or other elements of rustic living!)
- Basic clean-up, conservation, and other routines essential to regular operation of camp and office environments

Qualifications:

- Passion for Westwind's mission and values
- 3-years minimum experience in fundraising; knowledge of Portland Metro area helpful
- Strong strategic planning, development and implementation experience
- Strong writing and editing skills
- Experience with and enthusiasm for major gift solicitation
- Familiarity with best practices in fundraising, donor relations and annual giving
- Strong organizational skills - scheduling, communication, documentation, etc.
- Ability to work both independently and as a team in a collaborative office environment

To Apply send the following to info@westwind.org

- **Cover letter**
- **Resume**
- **Two writing samples.**
 - ***A solicitation letter to a major donor (actual or newly composed)***
 - ***Other example of your writing (you choose the subject)***
- **Two-minute video introducing yourself and why you want to work for Westwind**
- **Three professional references**

Preliminary review of applicants will take place from posting date (January 3rd, 2018) through the start of interviews (January 24th, 2018). It is Westwind's goal to have this position filled by March 1.

Please send any clarifying questions to info@westwind.org and staff will respond as promptly as possible.

Thank you for considering Westwind!