



WESTWIND

Job Title: **Development Director**
Classification: **Full time Exempt**
Reports to: **Executive Director**
Supervises: **N/A**
Compensation: **\$60-66K**

Westwind mission and values

Originally founded in 1936 by the YWCA of Greater Portland, Westwind has welcomed over 100,000 campers, students, families and others to its incomparable site on the Oregon Coast, and continues to welcome over 6,000 people a year for camp, outdoor school, and other transformative overnight experiences, as well as 600+ others for day programs and visits.

Our Vision: We dream that all children have access to wild and undeveloped landscapes and are allowed to discover the interconnection, complexity, and splendor of living in balance with natural systems.

Our mission: We will conserve the Westwind site in perpetuity; foster life-changing outdoor experiences for all children, families, and groups; and promote environmental stewardship as a basis for sustainable living.

Our Equity Statement: Westwind's future success relies on being a leader in getting all children outside, connected to nature, and nurtured by the wisdom of many cultures, backgrounds, places and generations.

Position purpose and description

The development director is responsible for the stewardship of Westwind's donor's, identifying new grants and strengthening community partnerships to support Westwind's ability to serve our growing community.

This position is based in Portland Oregon. Availability to travel to Westwind, located in Otis Oregon and travel within the Portland Metro area required to attend various meetings.

Essential Job functions:

1. Major Gifts & Donor Development: Secure major gifts and increase development around Westwind's three funding targets (camperships, assets, programs)
2. Grant Writing: Identify potential grants, write letters of interest, complete applications, and coordinate grant fulfillment and reporting
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. 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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Key Responsibilities

Major Gifts & Donor Development (70%):

- Create and implement Westwind's strategic major donor work plan, including donor research, profiles, cultivation, requests for support, and stewardship
- Plan and execute annual development plan to include annual campaign, seasonal fundraiser and fundraising events including serving as the staff liaison for the development committee
- Maintain accurate donor and grant information in Westwind's Little Green Light, provide accurate reports on giving and donor trends and generate prompt donor acknowledgement letters/tax receipts to ensure donor gratitude
- Work closely with board members on their development goals and how they can support overall development efforts

Grant Writing (10%):

- 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 the Business Director all required and critical measurables related to grant performance, costs, and other data

Outreach & Event Coordination (10%):

- 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 community building

Communications (10%):

- Implement and maintain an integrated communications/social media strategy (including program marketing) for social media, digital promotions, emails and direct mail
- Responsible for the creation of digital and print appeals, annual reports, newsletters, and all external communications for social media accounts and Westwind's website
- Represent as an advocate for Westwind through public speaking opportunities and external stakeholder meetings
- Work closely with the Program Director and Executive Director to grow and engage Westwind's alumni base and further engagement

Soft skills:

- Ability to effectively communicate with people with diverse identities and the means to adapt to a range of personalities
- Ability to triage and prioritize tasks
- Works collaboratively in a team environment with a spirit of cooperation
- Maintains punctual, regular and predictable attendance
- Shows balance of inclusiveness while maintaining clear boundaries with the Westwind community including staff, guests, volunteers and vendors



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- Ability to work both independently and as a team in a collaborative office environment
- Flexibility to adapt and adjust schedules in order to meet the priorities and coverage of program operations

Minimum Qualifications:

- Strong commitment to understanding outdoor education, conservation and youth enrichment
- 3-years minimum experience in fundraising; knowledge of fundraising landscape preferred
- Strong strategic planning, development and implementation experience
- 2 years minimum grant writing experience
- 2-5 years experience stewardship of grant funded projects
- Ability to manage projects logistics and budgeting
- Excellent written and verbal communication
- Proven track record of major gift solicitation
- Strong knowledge of best practices in fundraising, donor relations and annual giving
- excellent organizational skills - scheduling, communication, documentation, etc.
- Commitment to encouraging diversity and equity through recruitment engagement and learning
- Ability to navigate multiple departments needs with conflicting priorities

Preferred Qualifications:

- Experience with database management software such as Little Green Light, Google suite, Adobe, Wordpress
- Experience with environmental education, youth development organizations or work in the field of conservation and sustainability

Physical requirements:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Must be able to lift and carry up to 20lbs on occasional basis
- Ability to support event set up and break down
- Sitting and standing for prolonged periods of time may occur
- Occasional navigation of uneven terrain on site required
- Frequent keyboarding and use of computer peripherals
- Driving on public roadways in varying weather and traffic conditions
- Hearing capacity sufficient to engage in in-depth conversation with individual donors and community members

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