



MAZAMA QUICK FACTS:

- Established in 1894 on the summit of Mt. Hood (Wy'East)
- Mission promotes excellence in mountaineering, outdoor education, and climate advocacy
- 3,000 members and 300 active volunteers
- Carbon-neutral HQ located in SE Portland

Development Director

Job Description: Responsible for leading and executing fundraising strategies across the organization, the Development Director will play a pivotal role in building a culture of giving and expanding the fundraising capacity of the organization. The Development Director manages prospecting efforts, solicitation of annual gifts, and campaigns, as well as all aspects of corporate sponsorships, foundation grants, and donor recognition initiatives. The ideal candidate will embrace the Mazama mission to inspire everyone to love and protect the mountains, bring a donor-centric approach to business operations, and is results-driven, creative, and able to connect with a variety of stakeholders across many demographics.

Reports to:	Executive Director
Status:	36 hours per week, Salaried, Exempt
Compensation:	\$65,000 annually
Benefits:	Medical, Dental, Vision (Kaiser); Retirement Savings Plan
Schedule:	At least three days in-office required

KEY RESPONSIBILITIES

- Plan, manage, and execute the organization's effort to grow contributed revenue.
- In collaboration with the Executive Director develop a fundraising strategy that retains and grows both membership and the Annual Fund, and increases financial support for programs and activities.
- Identify, solicit, cultivate, and steward lapsed, renewed, increased, and new donors.
- Cultivate relationships with donors.
- With the Executive Director, develop major gifts and planned giving programs.
- Establish metrics and lead the staff and Board in the education and execution of fundraising activities, events, and campaign planning. Ensure that reports are generated and results are shared.
- Partner with the Board of Directors to ensure that every member is engaged in raising funds aligned with the mission and vision of the organization.
- Support organizational fundraising events, including Annual Gala.
- Prepare and customize (as needed) donor acknowledgements.
- Coordinate corporate partnerships and sponsorships.
- Coordinate member benefits.
- Manage foundation grants; identify opportunities for program and capacity development, prepare and submit proposals, and report as required.
- Other duties as assigned.

DESIRED QUALIFICATIONS, EXPERIENCE, AND COMPETENCIES

- At least three years professional experience securing support from individual donors, grants, and/or major gifts
- Strong organizational skills, ability to manage multiple projects simultaneously
- Experience in robust fundraising CRMs (Salesforce, Raiser's Edge, e.g.)

- Knowledge of current best practices, trends, and ethics in philanthropy
- Excellent written and verbal communication skills
- Impeccable attention to detail
- Proficiency in Microsoft Office Suite, Google
- Commitment to Diversity, Equity, and Inclusion principles
- Ability to work occasional nights and weekends
- A love of the mountains and experience with hiking or climbing preferred

To apply: Send cover letter and resume to employment@mazamas.org specifying "Development Director" in the subject line by March 8, 2024. No phone calls, please.

ABOUT THE MAZAMAS

Established in 1894 on the summit of Mt. Hood (Wy'East), the Mazamas is an Oregon-based 501(c)3 with a proud tradition of providing excellence in climbing education, leadership, and conservation in the Pacific Northwest. Our mission – to inspire everyone to love and protect the mountains – is carried out in partnership with more than 300 highly dedicated volunteers through education programs, climbs and hikes (about 1,000 annually), stewardship activities, and scientific research. With a membership of about 3,000 individuals, the Mazamas maintains two facilities, including the carbon-neutral Mazama Mountaineering Center in Southeast Portland and the Mazama Lodge in Government Camp.

The Mazamas strives to create a balanced and healthy environment for its employees through a 36-hour workweek, flexible scheduling, and a generous benefits package that includes medical, dental, and vision coverage; retirement savings plan; holiday, vacation, personal, and sick time; cell phone stipend; complimentary Mazama membership; and great discounts and perks at local gyms and retailers.

The Mazamas is committed to building an inclusive workplace for people from all backgrounds. As an equal opportunity employer, the Mazamas does not discriminate on the basis of race, national origin, gender, gender identity, sexual orientation, protected veteran status, disability, age, or any other legally protected status.

Successful candidates must be willing to submit to a background and criminal history check. The purpose of this position description is to provide information reflecting current practices and does not constitute or create any contractual agreement, rights, or obligations. This position description may be amended.