



**POSITION AVAILABLE:**  
**Membership & Corporate Giving Manager**  
**Please submit applications by: July 5, 2022 at 9 a.m.**

**LOCATION:** 16 NW Kansas Ave. Bend, OR 97703

**DESIRED START DATE:** Between August 22nd - September 5th, 2022

About Us: The Environmental Center (TEC) is a regional hub of environmental education, engagement, and action. In collaboration with local communities, we work to advance a healthy, vibrant place to live, work and play – for all of us today and for future generations to inherit. Our mission is to embed sustainability into daily life in Central Oregon. We are educators, advocates, and organizers who believe local action can make a world of difference. *Learn more at [envirocenter.org](http://envirocenter.org).*

We are committed to listening, learning and understanding how The Environmental Center can help to dismantle systemic oppression. We prioritize equity and accessibility in the decisions we make, partnerships we build, services we deliver, and outcomes we seek to achieve. We're seeking a teammate who is willing to grow with us and participate in this process. Learn more about this commitment at [envirocenter.org/equity](http://envirocenter.org/equity).

Summary of Position: The Membership & Corporate Giving Manager (MCGM) is a key part of our team that raises funds to support TEC's annual operations. The position collaborates with the Annual Fund Manager to plan and implement our annual operations fundraising plan, and then focuses their time primarily on two key areas: membership level giving (total giving less than \$500 per year) and corporate giving. The MCGM also supports other fundraising activities as needed. This position requires a mix of direct phone, letter and email communications with individual and corporate donors and donor prospects, regular production of letters and print communications, support for planning and implementation of events, and data management.

This is a full-time, 40 hours/week position. The work schedule will generally be 9 to 5 with some flexibility. Occasional evening and weekend work will be required. Right now, The Environmental Center is in the process of adopting a hybrid workplace policy where staff are expected to work in the office part-time, and have flexibility to work at home as needed. This person should reside in Central Oregon (Deschutes, Crook or Jefferson County). This position reports to the Annual Fund Manager and regularly collaborates with communications and outreach staff.

### **ESSENTIAL OUTCOMES FOR THE SUCCESS OF THIS POSITION**

- Support and grow membership level giving (total giving less than \$500/year) by renewing existing members, upgrading existing members to increase their annual giving, and acquiring new donors.
- Plan and pursue TEC's annual corporate giving goals, with a focus on growing corporate support via donations, sponsorships, grants and other corporate giving models.
- Coordinate quarterly fundraising appeals.
- Maintain data entry protocols.
- Organize fundraising-specific events and support other staff to integrate fundraising into their



own programs/events/communications.

In addition, each TEC staff member is asked to:

- Develop an annual work plan with clear, measurable goals that are consistent with TEC's strategic plan.
- Identify and work towards annual growth and development goals.
- Participate in diversity, equity, and inclusion (DEI) learning opportunities and conversations.
- Represent the values adopted in our Team Charter.

## SCOPE AND DUTIES OF THIS POSITION

### Membership Level Giving (45%)

- Writing content to inspire individuals and businesses to financially support TEC
- Produce and send monthly renewal requests and thank-you letters
- Make reminder and thank-you phone calls to members
- Ongoing membership data entry reporting in our Salesforce database
- Plan and implement at least two special appeal(s) per year, which ask for an additional special gift from current donors and recruit new donors to TEC
- Plan and implement TEC's year-end membership appeal in November/December (snail mail and online), when a large number of individuals and businesses make their annual gift
- Collaborate with the Fundraising team to plan and implement the following annual events: member appreciation luncheon (July/August), Donor VIP party (late November/early December), and Mountainfilm on Tour-Bend (February).
- Work with the Annual Fund Manager to identify prospects for increased giving above the \$500/year level
- Collaborate with outreach staff to leverage events and communications to grow membership-level giving, including tabling and similar community outreach.

### Corporate Giving (45%)

- Develop and implement strategies to find and retain new corporate supporters
- Ask businesses to financially support TEC's programs and events through gifts and sponsorships, using written and in-person communication
- Create sponsorship opportunities for TEC's programs and events
- Maintain relationships and renewal processes for Member Groups
- Collaborate with the lead staff for each program and event to deliver sponsor benefits
- Prepare and submit funding requests for corporate grants
- Make follow-up and thank you calls to corporate supporters
- Field corporate inquiries and lead decision making process about who to partner with
- Ongoing corporate giving data entry in our Salesforce database



## Other (10%)

- Answer community inquiries and provide information about TEC and sustainability in Central Oregon
- Participate in and support major annual TEC events such as Earth Day Fair, Green Tour, and the Sustainability Awards
- Provide vacation coverage for other team mates as needed
- Complete timekeeping and other reporting requirements

## **WE ARE LOOKING FOR...**

- A commitment to TEC's mission and to uphold the values adopted in our Team Charter
- A commitment to building a more diverse, inclusive organization and a local environmental movement
- A willingness to learn, adapt, and be flexible as we navigate the complexities of COVID-19
- Creative and innovative thinking that can help expand fundraising capacity and inclusiveness in fundraising model
- **Applicants with prior training and/or experience in the following areas:**
  - Raising funds from individuals and/or businesses
  - Writing engaging, original content to raise funds
  - Managing event or program sponsorships
  - Using a fundraising database, Salesforce preferred

The MCGM's scope of work requires English language fluency because the region we serve primarily speaks English as a first language. Bilingual candidates, especially in English and Spanish, are highly encouraged to apply and may be compensated above the base wage for the value this brings to the role and the ability to engage Spanish speakers in Central Oregon.

We know that women and people of color are less likely to submit an application if they feel they do not meet each desired qualification and skill listed in a job announcement. TEC is most interested in attracting a teammate who will be successful and fulfilled in this role, not just someone who can check off every box. We strongly encourage you to apply even if you've had a less traditional path.

Additionally, we recognize that environmental injustices and climate change disproportionately harm the most marginalized people in society, including people of color, from working class backgrounds, women, and those who are LGBTQ+. We believe that these communities must be centered in the work we do, and strongly encourage people with these identities to apply because their lived experience will add value to our team and mission.

## **WE CAN OFFER...**

This is a non-exempt, full-time, hourly position. The wage range is \$24.50 to \$28.50 per hour, depending upon experience. Candidates with skill sets or experiences (such as language fluency or advanced education/training) that significantly contribute to this role may be compensated up to 15% above the base wage. Benefits include a group medical, dental, and vision insurance policy (TEC pays 85% of the premium); access to a SIMPLE IRA retirement plan with an employer match of up to 3% of



the employee's annual gross income; and a generous personal-paid-time-off policy. We invest in continuing education opportunities for all staff in ways that will help them succeed.

Our team consists of 15 staff and 13 members of our board of directors. We are a growing organization — and in full transparency, this means our team must be adaptable, flexible and comfortable with change. Our facility in downtown Bend offers a casual, open workplace with a kitchen, community meeting rooms, and outdoor space. TEC will provide a laptop, external monitor, keyboard and mouse, plus a small stipend to support a comfortable home office. We use Zoom for hybrid meetings and phone calls. We will provide training and on-boarding in ways that feel safe to all participants at that time: virtually, in-person, or both.

We respect that each person on our team contributes to a healthy, sustainable community in their own unique way. In other words, you don't have to identify as 'an environmentalist' to join our team. If our values align, we'd love to meet you.

**TO APPLY:** Please mail or e-mail a cover letter describing your interest in the position, a resume, and three relevant references who can speak to your qualifications.

The Environmental Center, Attn: Tim Page  
16 NW Kansas Ave, Bend, OR 97703

E-mail: [tim@envirocenter.org](mailto:tim@envirocenter.org)  
No phone calls please.

Please submit applications by July 5, 2022 at 9:00 a.m.

For assistance or to request an accommodation, please contact [tim@envirocenter.org](mailto:tim@envirocenter.org) or call (541) 508-5424.

*TEC is committed to equal employment opportunities. We make our employment decisions based on organizational needs and individual qualifications; not on race, age, gender identity, sexual orientation, religion or belief, national origin, or physical/mental disabilities.*

