



LOCAL CHANGE. A WORLD OF DIFFERENCE.

## POSITION AVAILABLE: Development Coordinator

**LOCATION:** 16 NW Kansas Ave. Bend, OR 97703 (See note about our hybrid work place on Page 4.)

**DESIRED START DATE:** September 15 - October 3, 2022

**APPLICATION DEADLINE:** N/A; This position is open until filled.

### 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.

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 looking for a teammate who is willing to learn with us and participate in this process. Learn more about TEC's mission and commitment to equity at [envirocenter.org](http://envirocenter.org).

### SUMMARY OF POSITION

The Development Coordinator (DC) is a part of the fundraising team with primary responsibilities for stewarding and growing membership-level giving (total giving less than \$500/year) from individuals. The DC also tracks and manages donor and volunteer data, and provides a range of critical support for the fundraising, outreach, and administrative functions of the organization.

This position may be ideal for an early-career candidate looking for growth opportunities. We are willing to train and invest in someone interested in learning about fundraising, outreach, and administrative activities at a nonprofit. Prior fundraising or nonprofit experience is not required. A person who is well-organized, attentive to deadlines, enjoys communicating with people, and who has experience in sales/retail, data entry, customer service, and/or community outreach would be an asset to our team!

This is a full-time position with the ability to work 36 to 40 hours per week depending on the candidate's needs and how the role evolves. This position requires work in an office setting and occasional evening and weekend work, with a minimum of two days per work week in the TEC office and the remainder of the week as hybrid work depending on what's happening that



particular week. This position is a new role at TEC. We expect that it will evolve over the next year, as we learn what works and the person in the role grows into it.

**SUPERVISOR:** This position reports to the Development Director.

**SUPERVISORY RESPONSIBILITIES:** None.

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

- Achieve annual revenue goals for membership-level giving from individuals.
- Maintain accurate, consistent data entry protocols.
- Provide ongoing and timely support for fundraising, events and administrative activities.

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 (~30%)

The DC will take leadership on activities to support and grow membership level-giving, including renewing existing members, upgrading existing members to increase their annual giving, and acquiring new donors at the membership level.

Specifics include:

- Produce and send monthly renewal requests and thank-you letters
- Make reminder and thank-you phone calls to members
- Ongoing membership data entry in our Salesforce database
- Collaborate with fundraising and communications staff to 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
- Collaborate with fundraising and communications staff to implement TEC's year-end membership appeal in November/December (paper and online), when a large number of individuals and businesses make their annual gift
- Support the annual member luncheon (summer) and Donor VIP party (end of year)
- Help to identify prospects for increased giving above the \$500/year level
- Support other staff in promoting membership opportunities through events and programs

##### Data Management (~30%)

We use Salesforce to track relationships with donors, sponsors, volunteers, and other stakeholders. The DC's role will be to use Salesforce to record a variety of development activities.

Specifics include:

- Ongoing membership data entry
- Entering volunteer data from various programs and events
- Supporting program staff with tracking and reporting on participation, i.e. summer camps
- Producing lists and reports when needed
- Prepping and/or sending email communications using Salesforce

### Development & Event Support (~30%)

The DC will provide support to fundraising and event functions. Specifics include:

#### Development Support

- Assemble sponsorship packets
- Produce mailing lists for various invitations, reminders, and appeals
- Assemble materials for the annual major donor campaign
- Help to secure in-kind donations, such as raffle prizes and giveaways
- Open all mail and record all incoming revenue, preparing funds received for deposit by TEC's Business Manager

Event Support (for annual TEC events, including Mountainfilm on Tour-Bend, Earth Day Fair & Parade, The Green Tour, and The Sustainability Awards).

- Manage tracking and distribution of complimentary tickets (specific to Mountainfilm event)
- Assemble packets for vendors (specific to Earth Day event)
- Send member invitations via mail and email
- Provide day-of-event logistical support
- Support volunteer recruitment and communications

#### Other (~10%)

- Participate in monthly check-ins and an annual review with your supervisor.
- Be present at the office to answer community inquiries and provide information about TEC, in accordance with our adopted hybrid workplace policy.
- Provide vacation coverage, as needed.
- Complete timekeeping and other reporting requirements.
- Participate in organization-wide activities as needed, including our MountainFilm event, EarthDay Fair and Parade, Sustainability Awards and donors/supporter events.

### WE ARE LOOKING FOR...

#### Core strengths/competencies:

- Well-organized
- Attentive to deadlines
- Enjoys communicating with people
- Prior work experience in:
  - sales/retail,

- data entry,
- customer service, and/or
- community outreach.

Prior experience and skill in the following areas is preferred:

- Writing clear, compelling content
- Using a database or other customer relationship management (CRM) tool, such as Salesforce
- Using an email service provider, such as Mailchimp or Constant Contact
- Working collaboratively using Google Apps
- Using MS Office tools
- Asking people and businesses to donate cash, products, and/or services

Other:

- Commitment to TEC's mission.
- Commitment to building a more welcoming, inclusive organization and local sustainability movement.
- Communication that fosters collaboration with staff, board, financial supporters and community partners to achieve strategic goals and build trust across diverse communities.
- Creative and innovative thinking that can help all individuals fully participate in our mission.

The DC'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-speaking households in Central Oregon.

**WE CAN OFFER...**

This is a non-exempt, hourly position. The base wage for this position is \$20.00 per hour. Candidates who have position-relevant skills or experiences; an advanced degree or certificate in nonprofit or business management; and/or who are proficient in Spanish language reading and writing may be compensated up to a maximum of \$23.00 per hour.

Benefits include a group medical and dental 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 current team consists of 14 staff and 13 directors. We are a growing organization, which 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. We have a hybrid workplace where employees split their time between working from home, out in the community/schools, and in the office, with some positions requiring more time in the office than others. Because we are a place-based organization, all TEC staff need to

reside in Central Oregon. TEC will provide a laptop, external monitor, keyboard, and mouse, and a small annual work-from-home stipend.

Environmental initiatives, including those of The Environmental Center, have too often been exclusionary. Environmental injustices and climate change disproportionately harm the most marginalized people in our 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.

We also 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. **The position is open until filled; applications will be reviewed as they are received.**

*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.*