



Hoyt Arboretum Friends Position Description

Position: Development Director
Reports to: Executive Director
Status: Full-Time, 40 Hours per week, salaried/non-exempt
Pay Range: \$65-80,000

Application Deadline: To ensure full consideration, please apply by Monday, February 28, 2022 at 5pm

Position Summary

Hoyt Arboretum Friends is seeking a Development Director, which is a new senior position for the Hoyt Arboretum Friends as we approach the 100th birthday of the park and a likely capital campaign for an updated Visitor Center. The Development Director will provide clear vision, supervisory leadership, and strategic direction for all aspects of HAF's advancement program, including development, marketing and communications, and donor relations. They will supervise, engage and lead a professional team including: Database Specialist, Communications Coordinator, and contract grant writer. The Development Director will be an important part of our capital campaign leadership team. We offer a competitive salary and a generous PTO and benefits package. We also invest in the professional development of our staff and encourage a growth mindset.

***Note:** Proof of COVID-19 vaccination will be required as a condition of employment*

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Create and implement a development plan with annual and long-range goals for grants, annual appeals, major gifts, donor and sponsor engagement initiatives, planned giving, capital campaign, as well as membership acquisition and retention campaigns.
- Outstanding interpersonal and communication (oral and written) skills for interactions with donors, leadership, staff, members, volunteers, and partners.
- Research and support best practices in all aspects of staff and board fundraising.
- Grow cultivation activities towards the solicitation of new gifts and increase opportunities to engage donors and members to build loyalty. Ensure that our member and donor communications help support development goals.
- Ensure that systems are in place for effective donor research and cultivation processes; sophisticated database systems for tracking prospects, pledges, gifts, and grants; gift processing capabilities; donor acknowledgement and recognition programs; and correspondence records.

- Work collaboratively with staff, board and other volunteers as well as with capital campaign and other consultants.
- Engage with culturally diverse staff, donors, and members of the public in a manner that is welcoming and inclusive.
- Manage and lead a small team that currently includes a contract grant writer, a part-time database specialist and a communications coordinator.
- Perform other related duties as needed.

QUALIFICATIONS

Hoyt Arboretum Friends expects applicants will have skills and experience relevant to the work listed above, or with similar work. However, we recognize that there are many different paths, experiences, and non-traditional backgrounds that add value to one's work, and we encourage applicants to apply even if they do not have all of the preferred skills and experience. HAF is prepared to support additional training or mentoring to ensure that qualified candidates have the skills to effectively accomplish the work. To thrive in this job, the qualified candidate will have the qualifications listed below.

- A background in development or organizational fundraising activities equivalent to 5 years. Applicants are encouraged to describe pertinent personal and professional experience.
- The ability to work collaboratively in a team-based environment.
- The ability to craft multi-year, comprehensive fundraising and communications strategies or plans and to motivate and inspire people at all levels.
- The ability to develop systems to track and adjust work plans and budgets as needed.
- An interest in, or curiosity about trees, biodiversity, climate change, public gardens, urban greenspaces, environmental education, and outdoor recreation and a desire to learn and gain knowledge related to those areas.
- Proficient written, verbal, and interpersonal communication skills; ability to communicate effectively with colleagues, members of the public, and project partners in a variety of circumstances
- The ability to develop compelling materials to support fundraising appeals and to oversee communications materials, brochures, etc.
- Proficiency in Microsoft Office, Google Suite, Wordpress, and donor database management.
- A commitment to diversity, equity, and inclusion through personal learning, implementing work practices that support equity and inclusion, and willingness to support the HAF's equity commitment.
- Spanish, Russian, Chinese, or Vietnamese fluency is a plus; we will increase the starting pay rate for this skill.

Compensation and Benefits

Salary range is \$65,000-80,000 and will be based on years of experience and language fluency. We start with 20 days of PTO plus 10 paid holidays, 100% employer paid medical and dental coverage for the employee (family members may be included at the employee's expense) and a 3% retirement contribution. We prioritize a healthy work/life balance.

Work Space Expectations for Staff

HAF staff has been working from our office in the Visitor Center. This position will have a desk in our office at Hoyt Arboretum but we anticipate some flexibility to work from home a couple days a week. Hours for this position are generally Monday-Friday from 8:30am-4:30pm but occasional weeknight and weekend hours may be required based on the program schedule.

How to apply:

For immediate consideration, please submit a cover letter (no longer than one page) that addresses the questions below and your resume. We will begin reviewing applications and scheduling first-round interviews around February 28th and continue on a rolling basis until the position is filled.

- What experiences in your life have shaped your views on diversity, equity, access, and inclusion?
- How has your career to date led you to this position and this work?
- Please describe any previous capital campaign experience.
- On what date would you be available to start work with Hoyt Arboretum Friends?

Please email your cover letter and resume as a single PDF document titled LASTNAME_FIRSTNAME_DD.pdf with a subject line of DEVELOPMENT DIRECTOR APPLICATION to jobs@hoytarboretum.org. No phone calls or emails, please. Due to the large number of submissions, we may not be able to reply to all applicants.

About Hoyt Arboretum

Hoyt Arboretum is Portland's museum of living trees. We're proud to be a center for botanical education, conservation research, outdoor recreation, and family-friendly activities. Hoyt Arboretum is also a free public park where all people can take part in the mental, spiritual, and physical enrichment that green outdoor spaces offer. We prioritize providing access and a welcoming environment for people of all backgrounds, so that no one is excluded from the health benefits and educational resources available at our park. Hoyt Arboretum thrives thanks to the partnership between Hoyt Arboretum Friends, a membership-based, nonprofit organization and Portland Parks & Recreation.

Hoyt Arboretum Friends is an equal opportunity employer committed to a diverse, multicultural work environment. This job description is not all-inclusive and may be amended.

[Our Mission and DEAI statement can be found here.](#)